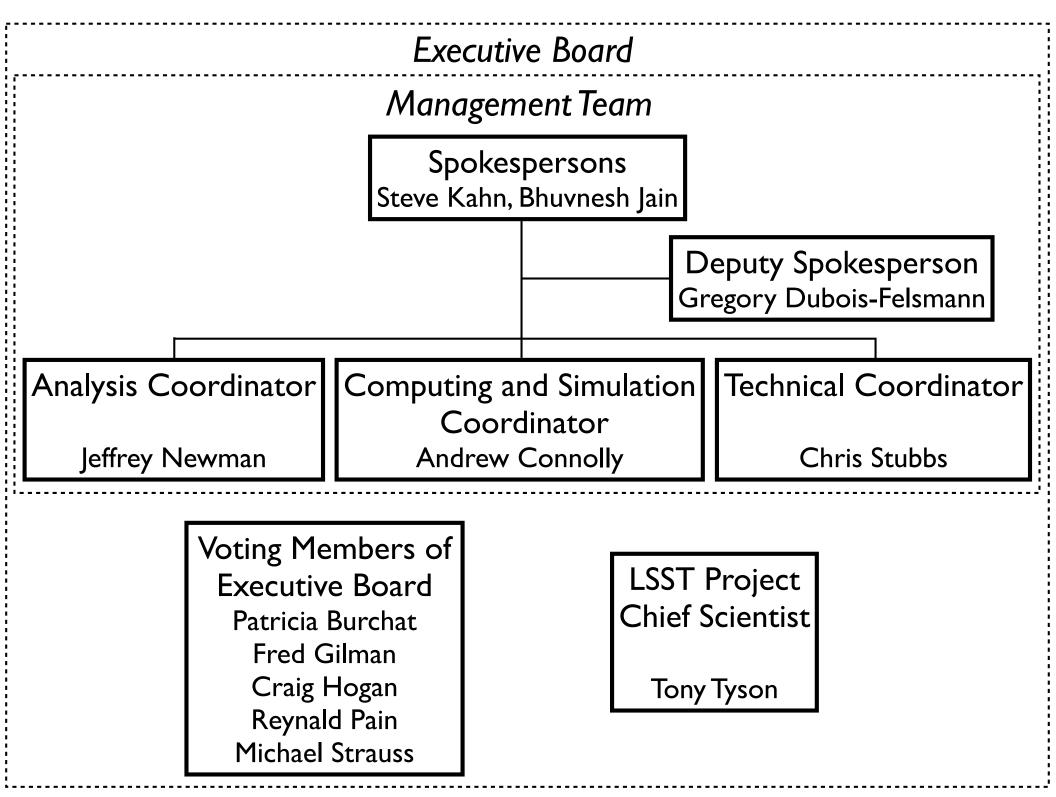# LSST DESC Governance Plan and Membership Policy

Pat Burchat, for the LSST DESC Executive Board
Pittsburgh, December 5, 2013

Some History of DESC

- July 2012: Kickoff meeting in Philadelphia.

  - One-year minimal governance model with initial leadership presented and approved.

- Nov 2012: White paper uploaded to arXiv:1211.0310

  - Chapter 2 - Interim governance plan.

  - Governance Committee and Membership Committee to be formed.

  - Invitation to join DESC through an online form.

- July 2013: Voting members of executive board charged to act as Governance Committee.

- Nov 22, 2013: Draft Governance Plan and Membership Policy circulated to DESC membership for input.

Executive Board

Management Team

Spokespersons
Steve Kahn, Bhuvnesh Jain

Deputy Spokesperson
Gregory Dubois-Felsmann

Analysis Coordinator

Jeffrey Newman

Computing and Simulation Coordinator
Andrew Connolly

Technical Coordinator

Chris Stubbs

Voting Members of Executive Board
Patricia Burchat
Fred Gilman
Craig Hogan
Reynald Pain
Michael Strauss
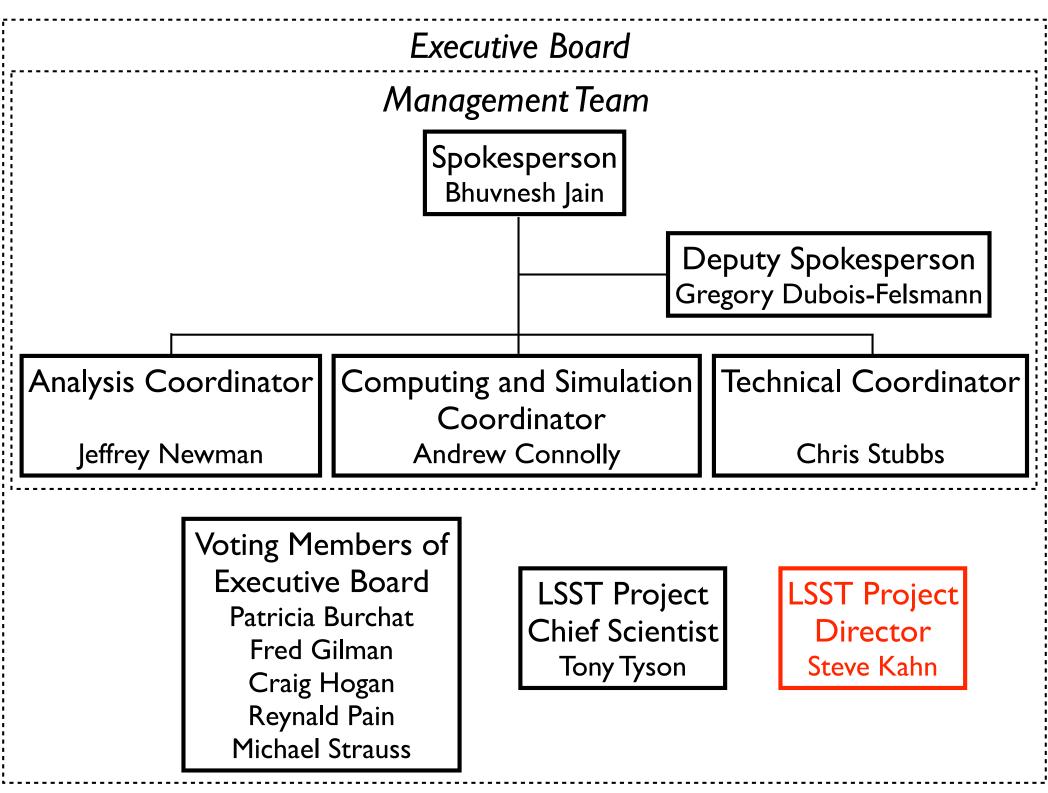
LSST Project Chief Scientist

Tony Tyson

Other elements of interim Governance Plan to be defined under Management Plan

- Liaisons with other projects:

  - Scott Dodelson, Jason Rhodes, Natalie Roe, Michael Strauss.

- Working groups with conveners:

  - 8 Analysis Working Groups

  - 4 Computing and Simulation Working Groups

  - 4 Technical Working Groups

Main additions to Governance Plan

- LSST Director as ex-officio member of DESC executive board (which includes the management team).

- Selection process for Spokesperson and Deputy Spokesperson.

- Selection process for Coordinators.

- Separate subsection on the Management Plan.

- Selection process for voting members of the Executive Board.

- Selection process for Collaboration Council.

Final Governance Plan to be ratified by Collaboration Council.

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Michael Strauss

LSST Project Chief Scientist
Tony Tyson

LSST Project Director
Steve Kahn

Spokesperson

- Serves for two-year term, with possibility of being renewed for a consecutive term only in the initial phase of collaboration -- i.e., as the DESC policies are first being exercised.

- Serves as Spokesperson-elect for up to six months prior to two-year term and as past Spokesperson for six months after two-year term.

- Selection process begins at least six months prior to transition.

- Nomination committee (appointed by Collaboration Council) gathers nominations from collaboration and recommends a slate of two or more candidates.

- Electing body is the set of all Full Members.

Deputy Spokesperson

- Designated by the Spokesperson and confirmed by the Collaboration Council.

Selection Process for Coordinators

- The Analysis, Computing and Simulation, and Technical coordinator positions require specialized expertise and a significant time commitment. (No fixed terms.)

- Coordinator positions will be filled by recommendation of the Spokesperson, after appropriate consultation with constituents of the DESC, and confirmed by the Collaboration Council.

Management Plan

Proposed by the Spokesperson in consultation with the Executive Board, and ratified by the Collaboration Council.

Management Plan includes

- Definition of a working group (WG) structure,

    - roles and responsibilities of WGs,

    - evolution of the WGs,

    - process for selecting new WG conveners.

- Identification of active DESC members who can serve as liaisons with collaborations carrying out precursor or concurrent surveys.

Role of Collaboration Council

Facilitates discussion of collaboration-wide issues and has overall responsibility for LSST DESC policies and procedures, including

Ratifying the LSST DESC organizational structure, by-laws, and policies (including this document).

Approving proposed modifications or additions to the by-laws and policies.

Appointing the Spokesperson Nominating Committee.

Selecting the voting members of the Executive Board.

Reviewing and approving policies on membership and appointing a Membership Committee to consider applications for membership.

Developing a publication policy that is consistent with the LSST Publication Policy and appointing a Publication Board to execute that policy.

Chair of Collaboration Council

- CC will select its own chair on an annual basis.

- Chair will fulfill responsibilities such as forming nominations committees and running elections.

Membership of Collaboration Council

- CC should be diverse on many scales -- e.g., representing both labs and universities, with backgrounds in both particle physics and astronomy, with a focus on both hardware and analysis, from different geographic regions, at different career stages, etc.

- CC will begin with at least 12 (20?) members, but can increase in size as DESC grows. Members will serve two-year terms.

- CC will establish a nomination committee each year to solicit nominations and select members that maintain the desired broad and diverse representation on the Council.

Selection of Voting Members of Executive Board

- Membership of Executive Board should be broadly representative.

- Selected by the Collaboration Council for two-year terms.

Membership Committee

- Receive and review applications.

- Oversee membership eligibility requirements and make recommendations to CC for adjustments as suggested by experience.

- Appointed by the Collaboration Council.

Feedback from DESC members on Governance Plan

- Questions about appointment / term limits of three Coordinators.

  - Clarify that there are no term limits on these positions.

- Why no term limits for Work Group conveners?

  - Working group is defined in Management Plan, not Governance Plan.

  - However, we recognize benefits of turnover in leadership: increases engagement, brings recognition (resources?) to individuals, provides leadership development.

  - Articulate this principle in Governance Plan?

- Clarify how the DESC is or is not formally connected with the LSST Project. Clarify roles of LSST Project Director and Project Scientist.

- Unclear how voting members of Executive Board fit in the Org Chart relative to the rest of the Executive Board. ("floating boxes") What is their role? Advisory only, since CC ratifies policy?

- Expand goals of DESC in intro (e.g., other fundamental physics? coordination with other projects?). Or shorten introduction?

Feedback from DESC members on Governance Plan (continued)

- Spokesperson is in charge of the financial aspects of the DESC -- but what are those "financial aspects"?

- How are all "institutions" represented in the Collaboration Council?

  - They are not... Institutions do not play the central role they would in a project where typically there are MOUs describing the responsibilities of the *institution*.

- One person suggested that Collaboration Council members be "democratically elected."

  - This was discussed in the broader executive board. Most (but not all) members felt that elections are *less* likely to lead to broad and diverse representation, and will lead to a CC that represents the majority at the expense of breadth.

Membership Policy

White paper outlined two phases of membership:

- Associate member -
  - transitional period; develop application for full membership.
  - access to DESC web area, github, mailing lists, ...
  - fill out form on web.

- Full member -
  - access to LSSTC communication tools and documentation, and internal LSST project data.
  - based on "written proposal (a few pages)"; "level of commitment, generally expected to be at least 30% of research time over a few years."

Membership Policy

Proposed changes:

- ~~Associate member~~ Member -

  - transitional period; develop application for full membership.

  - access to DESC web area, github, mailing lists, ...

  - fill out form on web.

- ~~Full member~~ Full Member -

  - access to LSSTC communication tools and documentation, and internal LSST project data.

  - based on "written proposal (~~a few pages~~ a page or two)"; "level of commitment, generally expected to be ~~at least 30%~~ a significant fraction of research time over a few years."

Proposed Transitional Process for Membership

- 12 members of executive board plus conveners of 16 WG become temporary Full Members.

- Executive Board constitutes initial Membership Committee.

- All current members invited to submit applications for Full Membership.

- After these are processed,

  - Collaboration Council is formed,

  - Membership Committee is appointed by Council,

  - Temporary Full Members submit their proposals to Membership Committee.

Feedback from DESC members on Membership Policy

- Can graduate students and postdocs only join through faculty or senior staff at their institution? Is their status retained after they leave that institution?

- How does one recognize accumulation of past work, in addition to proposed research, in authorship at time of first light?

- Are DESC-only resources really enough to get started and write a proposal for Full Membership?

- Member, Full Member and Author all look "core" on a CV or proposal. Change back to "Associate Member / Member"?

- Clarify that DESC does not have right to confer or deny data rights.

- Authorship, publication policy questions, protocol for recognizing contributions: needs more definition.
  - Governance plan => CC develops publication policy and criteria for authorship.

- How is DESC "dis-membered"? Full Membership review process?

- A number of good suggestions for wording changes (e.g., change "joining DESC working groups" to "contributing to DESC working groups").