

Belle II Services Policy Document

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(Initial Draft: Michael Roney)

Scope of this document

This document covers all Belle II Service Tasks not covered in the Belle II Services Policy Document. This includes all contributions to Belle II apart from work directly associated with particle physics analysis and publication. It includes: sub-detector shifts, which are managed by the individual sub-systems; service in all tasks listed in the Belle II Organization page, which includes the Belle II Collaboration Committees and Belle II Management role; and any service to the collaboration identified by Spokesperson, Technical Coordinator, Data Production Coordinator, Run Coordinator, Software Coordinator, Computing Coordinator, Physics Coordinator or sub-detector leaders. The implementation of the policy described here is responsibility of the Belle II management.

Validity of this document

This document is amended each year as necessary and approved by the Institutional Board before the start of the *Run Year* and in alignment with any amendments with the Belle II Shifts Policy Document.

Run Year

As defined in the Shifts Policy Document, the “*Run Year*” is defined as the time period between the end of a summer shutdown and the beginning of the following one in which detector operations, usually consisting of - but not restricted to - physics data taking, are scheduled. *Run Years* thus cross over the boundaries of solar years and Japanese fiscal years and correspond to periods of roughly homogeneous detector and accelerator conditions. The start of the *Run Year* is defined to be August 1.

Service Accounting

Belle II Management will keep track of the level of ‘service’ (as defined above) of Belle II Collaboration members for the following reasons:

- 1) To document the fulfillment of service requirements of a new Belle II member necessary for eligibility as an author on Belle II physics papers.¹
- 2) To document the service contributions of individuals as input to the Belle II Speaker’s Committee when it assigns conference presentations. The Belle II Speaker’s Committee will allocate presentations as a means of recognizing service individuals to Belle II in addition to conducting particle physics analyses of Belle II data.
- 3) To provide Belle II Management with information about the service contributions of each Belle II institution as a means of identifying potential under-utilized resources of the Collaboration.
- 4) To recognize particularly exceptional contributions made by individuals to the service of Belle II.

¹ The Belle II Bylaws (15 October 2018) under item 16.2 specifies the requirements for new members of Belle II to qualify for authorship:

“**16.2** *Members in the Physicist - faculty/staff, Physicist - term limited, and PhD student categories must devote 6 months equivalent of their research time to service work prior to becoming authors. The nature of the work should be negotiated with Belle II management. After the completion of this work, the Publications Committee will add the member to the author list upon the request of the IB representative and agreement of the relevant convener or coordinator.*”

Because the needs for this accounting are generally qualitative, it is desirable to deploy as simple system as possible in order to minimize the workload on those systems leaders required to assess the contributions of each individual whose work they are coordinating. The Service Values are assessed relative to the amount of service work in one year required to fulfill the Belle II author eligibility requirement. This is currently set as "6-month research equivalent" or one year of 50% of a person's research time dedicated to a particular service task. Each type of Belle II service work will be assigned a 'Service Value' of 0, 0.5, 1, 2 or 3 according to the amount of service work provided during the *Run Year* where:

0 is assigned if no service work has been performed during the year on a particular service task;

0.5 is assigned if some service work has been performed during the year but less than half the amount of service work in one year required to fulfill the Belle II author eligibility requirement. For example, sub-detector shifts of several weeks would be assigned a Service Value of '0.5' associated with that contribution for someone who spends all their time on research;

1 is assigned if service work has been performed during the *Run Year* is less than the amount of service work required to fulfill the Belle II author eligibility requirement, but more than half of that amount. For example, for someone who spends all their time on research, if they provide full-time contributions to the operation of a sub-detector for four months they would be assigned a Service Value of '1' associated with that contribution;

2 corresponds to the amount of service work in one year required to fulfill the Belle II author eligibility requirement. This is currently set as "6-month research equivalent" or one year of 50% of a person's research time dedicated to a particular service task. For example, someone who spends all of their research time for six months to the development of a sub-detector's calibration software would be assigned a Service Value of '2' associated with that contribution;

3 is assigned if more than the amount of service work in one year required to fulfill the Belle II author eligibility requirement. For example, full-time contributions to the operation of a sub-detector for six months for someone who spends 40% of their time on research would be assigned a Service Value of '3' associated with that contribution.

The following Service Values are assigned to particular term-appointed positions within Belle II:

- Members of a Belle II Collaboration Committee is assigned a Service Value of 0.5
- Members of a Belle II paper review committee is assigned a Service Value of 0.5
- Chairs of a Belle II Collaboration Committee are assigned a Service Value of 1.0
- Physics Working Group leaders are assigned a Service Value of 1.0
- Members of Belle II Management, the Technical Coordinator, Data Production Coordinator, Run Coordinator, Software Coordinator, Computing Coordinator, Physics Coordinator and sub-detector leaders are assigned a Service Value of 2.
- The values assigned for service work on sub-detector systems will be determined by the sub-detector leaders in consultation with the IB representative of individual's institution.
- The values assigned for service work on Data Production will be determined by the Data Production Coordinator leaders in consultation with the IB representative of individual's institution.
- The values assigned for service work on common software tools will be determined by the Software Coordinator leaders in consultation with the IB representative of individual's institution.
- The values assigned for service work on computing will be determined by the Computing Coordinator in consultation with the IB representative of individual's institution.
- All other service work will be determined by Belle II Management in consultation with the Technical Coordinator, Data Production Coordinator, Run Coordinator, Software Coordinator, Computing Coordinator, Physics Coordinator and sub-detector leaders in consultation with the IB representative of individual's institution.

Reporting of Service Work

In many cases an individual will be contributing different and multiple service tasks for Belle II. The sum of the Service Values associated with that individual will provide the person's "Service Score" for the particular year. This annual Service Score for each individual will be calculated and reported by the Management Team or their delegate by posting Service Scores for each member of the Collaboration on the Belle II website at the end of the *Run Year*.

In addition, particularly exceptional contributions in service of the Collaboration can be identified by the Belle II Management using Service Scores with a goal of annually recognizing those individuals with "Exceptional Service Awards".

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