



# In-Kind Assembly I

April 17, 2023 9AM Pacific  
Virtual meeting

Bob Blum, Agnès Ferté, Greg Madejski, Steve Margheim, Phil  
Marshall, Knut Olsen & Aprajita Verma



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# Code of Conduct

## Shared Values

The Vera C. Rubin holds the values of **Kindness Trust Respect Diversity Inclusiveness** at its core in order to promote intellectual environments that foster learning and lead to rigor, excellence, and happiness.

## Points of Contact

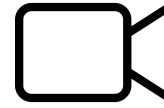
**Bullying Harassment Aggression of any kind are never permitted or tolerated and should be reported**

*Aprajita Verma*

*Slack DM (#aprajita) or [@aprajitaverma1@gmail.com](mailto:@aprajitaverma1@gmail.com)*

# Rules of engagement

THIS MEETING WILL BE RECORDED.



As a participant of the meeting, your image and/or your voice may appear in recordings that may be publicly accessible. If you attend online and prefer your image not to appear, you are welcome to keep the video off. To avoid your voice being recorded you may consider asking questions on Slack.



Virtual participants should be muted when not presenting or asking questions



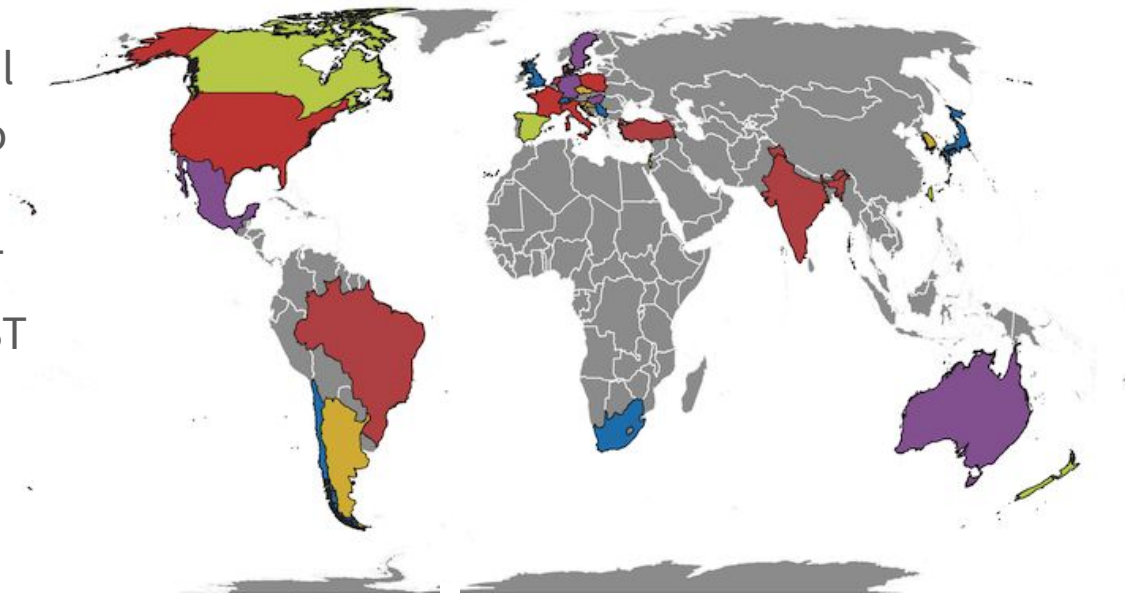
# In-kind Program Overview

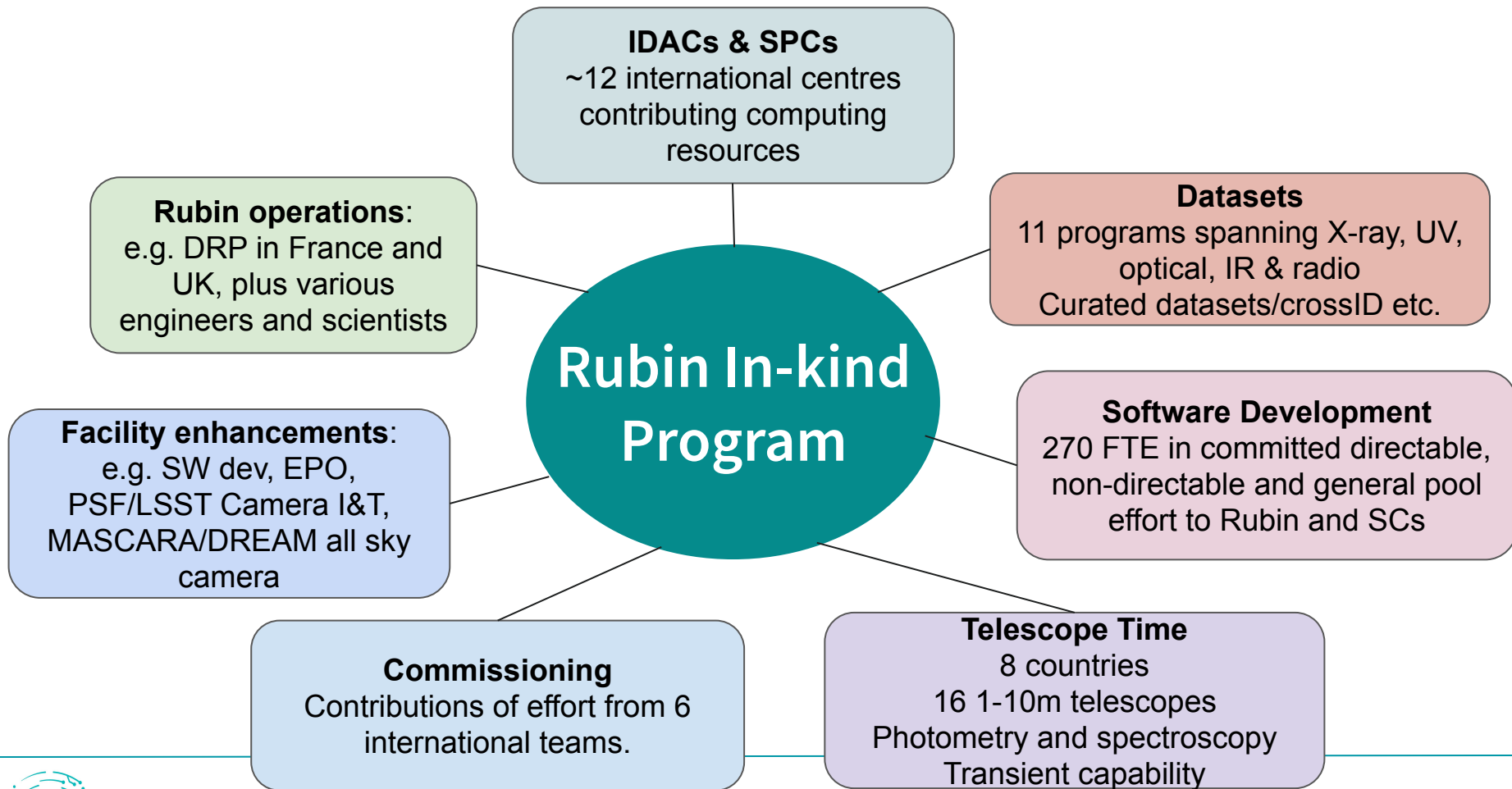


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# Rubin In-kind Program Overview

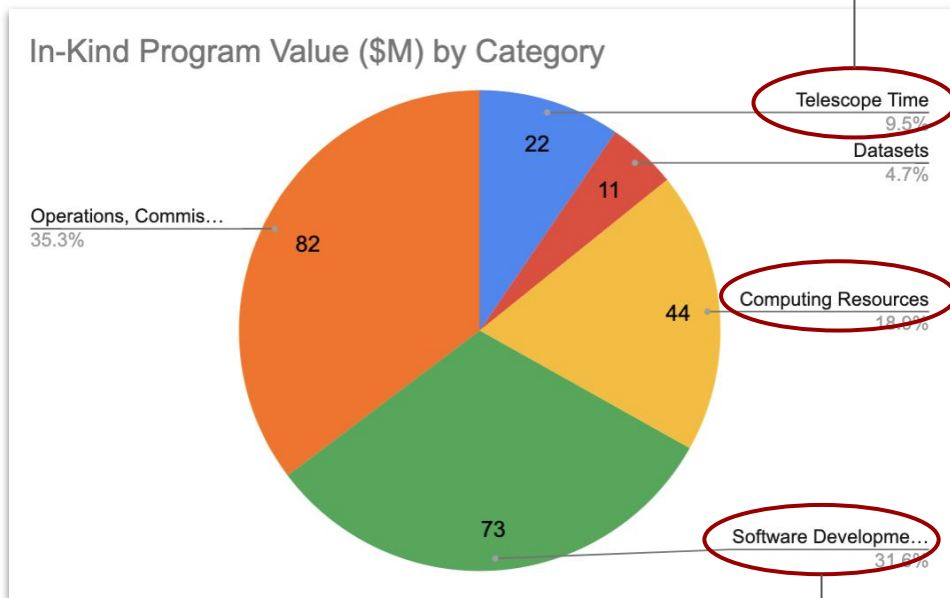
There are **43** individual international teams (**28** countries + US/Chile) who are providing **153** in-kind contributions to Rubin and the LSST science community in return for LSST data rights.





# Resources for the community

Includes Telescope Time that will be offered through NOIRLab, see “[The Rubin In-kind Program Community Session](#)” at the PCW22 for a summary.



Includes [general pool](#) effort to help with gaps in Recipient S/W needs (see later)

Primary Recipients	Type	Number of Contributions	Equivalent Value (\$M)
AGN	Telescope Time and Datasets	1	0.1
AGN	Directable SW Effort	7	4.3
DESC	Telescope Time and Datasets	4	2.4
DESC	Non-directable SW Effort	6	3.5
DESC	Directable SW Effort	24	17.3
Galaxies	Non-directable SW Effort	3	2.5
Galaxies	Directable SW Effort	8	4.3
Solar System	Directable SW Effort	2	1.2
SMWLV	Non-directable SW Effort	1	1.2
SMWLV	Directable SW Effort	3	2.0
Strong Lensing	Non-directable SW Effort	1	0.3
Strong Lensing	Directable SW Effort	2	1.6
TVS	Telescope Time and Datasets	3	2.7
TVS	Non-directable SW Effort	3	1.7
TVS	Directable SW Effort	12	10.1
Totals:		80	55.1

Includes CPU and storage - see the resources from the recent “[Supporting Computational Science with Rubin LSST](#)” workshop



# The In-kind Program Team & How to Get Help



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# The Rubin In-kind Program Coordinators (IPCs)

+ Advice from

- Phil & Bob

- Sierra Villarreal (IDACs  
Technical coordinator)



Agnès Ferté (SLAC)

Software contributions



Greg Madejski (SLAC)

Community Engagement Team Liaison



Steve Margheim (NOIRLab)

Telescope time and dataset contributions (primary contact)



Phil Marshall (SLAC)

Contributions to Rubin, Data Rights Agreements & list (Deputy Director of Operations)



Knut Olsen (NOIRLab)

Independent Data Access Centers & other computing resources



Stephen Ridgway (NOIRLab)

Telescope time and datasets contributions (secondary contact), NOIRLab CSDC Liaison



Aprajita Verma (Oxford)

Software contributions & SC/Recipient Liaison (IPC Team Lead)

Heather M. Shaughnessy  
(SLAC)

Data rights holder database management, office hours coordination (Program Operations support)



# Rubin IPC Team Roles

**Contribution IPC (C-IPC):** Each contribution has an assigned IPC, to help the **Contribution Lead** and to facilitate interactions between the **Contribution Lead** and the **Recipient** group as needed. Will check work plans and updates and will forward to the recipient groups.

**Program IPC (P-IPC):** Each in-kind program has an assigned IPC, to assist its **Program Manager** in programmatic issues, program and resource and deliverable tracking, program status

# In-kind Program Web Pages

<https://project.lsst.org/in-kind-program>

## Welcome to the Rubin LSST In-kind Program!

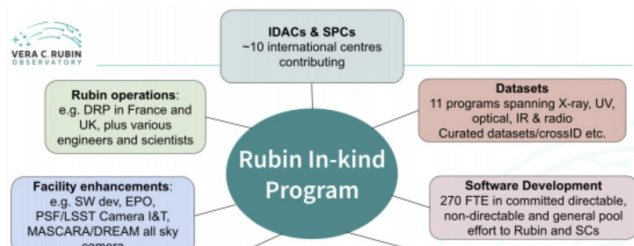
### What is the Rubin LSST In-kind Program?

43 teams outside the US and Chile are making in-kind contributions to Rubin Observatory and LSST Science in return for LSST data rights. The International Data Rights Holder list is linked [here](#). Find out more about this large international collaboration below and at the links in the sidebar.

In addition, we have compiled an extensive list of **In-kind Program FAQs** [here](#) and you can also browse the LSST community forum using the in-kind tag: <https://community.lsst.org/tag/in-kind>

The In-kind Program spans many varied contributions providing resources and support to Rubin Operations and the Rubin Science Community. The [Rubin LSST Science Collaborations](#) support the CEC and In-kind Program Coordination (IPC) teams in management of the In-kind contributions with their scientific expertise.

The in-kind program is managed collectively by the international programs' Program Managers (PMs), facilitated by the Rubin In-kind Program Coordination (IPC) Team which reports to the Rubin Director and Deputy Director of Operations.



# Q&A & FAQ

We appreciate that you will have questions, ways to get help

- Comprehensive [in-kind FAQs](#) are posted on ~~community~~ web pages
- Q&A session after this talk
- **Office hours:** please [book slots here](#) for meetings with 1 or more IPCs
- Not sure whom to contact: write to [jikh@lsst.org](mailto:jikh@lsst.org)

The screenshot shows the Vera C. Rubin Observatory website. At the top, there is a navigation bar with links: GALLERY, PUBLIC & SCIENTISTS, PROJECT TEAM, and LSST CORPORATION. Below this is the Vera C. Rubin Observatory logo. A search bar is located to the right of the logo. The main navigation menu includes: Calendars, Contact, Services, Documents, Project Tools, Safety, Compliance, and Cybersecurity. The page title is 'FAQs'. Below the title, there is a breadcrumb trail: Home / In-Kind Program / FAQs. On the left side, there is a sidebar menu with links: Home, Programs, Resources, Data Rights, CEC, Computing Resources, Recipients, Contact, and FAQs. The main content area has a 'View' button, an 'Edit' button, and a 'Revisions' button. Below these buttons, there is a text block: 'This is the most up to date FAQ (superseding the community posting). If you can't find the answer to your question here, please ask the IPC Team by emailing Jarvis at the In-Kind Helpdesk at jikh@lsst.org.' Below this text, there is a 'Jump to:' section with a list of links: Data Rights, Agreements and Access, Proposing Contributions, Telescope Time, Datasets, Software Development, IDACs, Commissioning & Observatory Contributions, and Work Planning and Program Management. Below this list, there is a section titled 'Data Rights, Agreements and Access' with a question: 'Q: What is the status of the data rights agreements?'. Below this question, there is a list of questions: 'Q: Can PI-ship be reassigned within a team that asks for more than 1 PI?', 'Q: What is the process for defining data rights holders, and how do we know how many PI slots we have?', 'Q: Does 1 PI's worth of data access rights via in-kind contributions also come with 4 associated JAs, as in the previous MoAs with LSST?', 'Q: Am I correct in thinking that our PIs, and their JAs, automatically get the same access to data processing facilities as US/Chilean astronomers?', 'Q: On page 28 of the Handbook it says: 'Due to the diverse conditions of proposing groups and funding sources we do not distinguish between permanent staff or temporary staff in the exchange rate'. Does this imply that temporary staff who lead contributions will be considered as PIs if data rights are approved?', 'Q: Could a JA be at any institution as long as the associated mentor is at an institution with data rights?', 'Q: Did I see 2 different meanings for 'IPC'? One for 'In-kind', and one for 'International'.', and 'Q: Once everything is sorted with whom will our data rights agreement actually be, Rubin Observatory, SLAC, NOIRLab or...?'. At the bottom of the page, there is a footer with the Vera C. Rubin Observatory logo and the text 'In-Kind Assembly I - 17 April 2023'.



# LSST Data Rights Agreement Update



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# LSST Data Rights Agreement Update

- DOE, SLAC, and AURA all now have DRA templates, including a common set of terms and conditions
  - AURA working through feedback from a first “pathfinder” program, ironing out the approach to IP. Then, 25 more IDRA’s will follow.
  - SLAC assembling full package of 17 iCRADAs for DOE approval, prior to distribution to programs. iCRADA requires 5-year renewals but this is a formality.
- 2-year grace periods for JAs who either move abroad or get promoted to permanent positions

*To date, Rubin’s priority has been to successfully implement the approved program, with DRAs. An opportunity for programs to amend their contributions is being planned, per the Manual.*

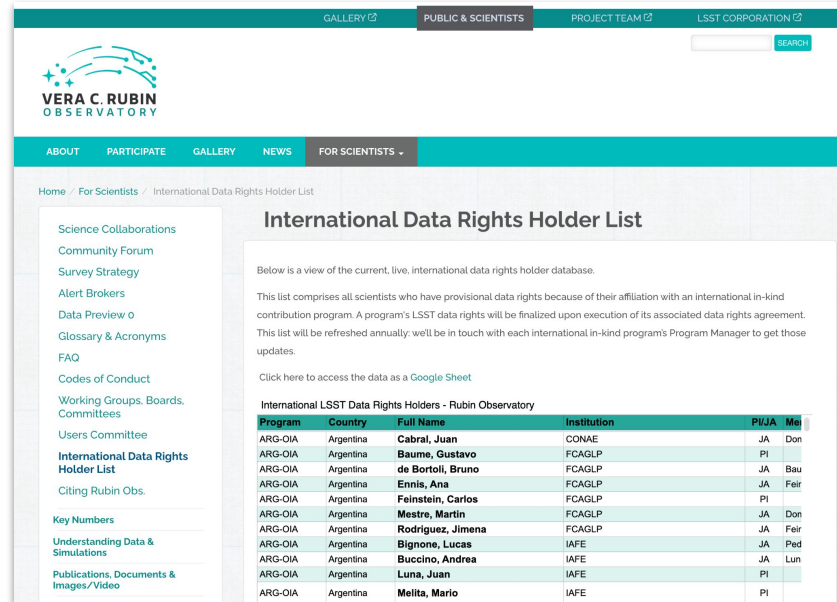
*Expect an announcement in May regarding an eventual call for amendments to programs that will include requests for expansions that would be **targeted to meet specific Recipient needs**.*

*From this call, Rubin anticipates accepting only a small number of new contributions. New international programs will NOT be considered in this year’s call.*

*Rubin is also looking at ways to include US and Chilean in-kind contributions in the overall program.*

# Data Rights Holders List

- Rubin manages data rights holder database
  - taken over from LSSTC on July 1 2021
  - [International Data Rights Holder List](#)
  - All enquiries to Rubin via [Heather Shaughnessy](#)
- Program Managers will receive requests to update their data rights holder (PI and JA) lists, with PI quotas based on their approved in-kind program
  - The PM is responsible for maintaining their program's list of PIs and JAs
  - PIs and JAs defined in the [Rubin Data Policy](#) (Section 4.3): *JAs don't have means*
  - NB. JAs no longer need to “belong” to a PI at their institution. Instead, JAs just need a named mentor who is a PI in their program.



The screenshot shows the Rubin Observatory website's 'International Data Rights Holder List' page. The page has a teal header with navigation links: GALLERY, PUBLIC & SCIENTISTS, PROJECT TEAM, and LSST CORPORATION. Below the header is a search bar. The main content area is titled 'International Data Rights Holder List' and includes a description of the database and a table of holders. A left sidebar contains various links like 'Science Collaborations', 'Community Forum', 'Survey Strategy', 'Alert Brokers', 'Data Preview', 'Glossary & Acronyms', 'FAQ', 'Codes of Conduct', 'Working Groups, Boards, Committees', 'Users Committee', 'International Data Rights Holder List', 'Citing Rubin Obs.', 'Key Numbers', 'Understanding Data & Simulations', and 'Publications, Documents & Images/Video'.

Program	Country	Full Name	Institution	PI/JA	Ma
ARG-OIA	Argentina	Cabral, Juan	CONAE	JA	Don
ARG-OIA	Argentina	Baume, Gustavo	FCAGLP	PI	
ARG-OIA	Argentina	de Bortoli, Bruno	FCAGLP	JA	Bau
ARG-OIA	Argentina	Ennis, Ana	FCAGLP	JA	Feir
ARG-OIA	Argentina	Feinstein, Carlos	FCAGLP	PI	
ARG-OIA	Argentina	Mestre, Martin	FCAGLP	JA	Don
ARG-OIA	Argentina	Rodriguez, Jimena	FCAGLP	JA	Feir
ARG-OIA	Argentina	Bignone, Lucas	IAFE	JA	Ped
ARG-OIA	Argentina	Buccino, Andrea	IAFE	JA	Lun
ARG-OIA	Argentina	Luna, Juan	IAFE	PI	
ARG-OIA	Argentina	Melita, Mario	IAFE	PI	



# In-kind Program Process



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# Making & Receiving In-kind Contributions

Please see PCW 21 session “**How to make and receive in-kind contributions**” [slides](#) & [recording](#)

Lots of information on the  
In-kind process as well as  
specific info per contribution type



The screenshot shows a presentation slide with a teal background. On the left is a vertical white bar with the VERA C. RUBIN OBSERVATORY logo. The main title 'How to Make and Receive In-Kind Contributions' is in large white font. Below it, the text 'In-kind Workshop, Tuesday 1315 PDT, Rubin PCW 2021' is displayed. The names of the speakers, 'Phil Marshall, Aprajita Verma, Knut Olsen, Greg Madejski, Steve Ridgway, and Bob Blum', are listed. Zoom and Slack links are provided. At the bottom are logos for NSF, NOIR Lab, AURA, SLAC, and the U.S. Department of Energy. A small video inset in the top right corner shows Phil Marshall speaking.

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## How to Make and Receive In-Kind Contributions

In-kind Workshop, Tuesday 1315 PDT, Rubin PCW 2021

Phil Marshall, Aprajita Verma, Knut Olsen,  
Greg Madejski, Steve Ridgway, and Bob Blum

Zoom: <https://noirlab-edu.zoom.us/j/99081666573>  
Rubin2021\_PCW Slack: [#day2-tue-slot4d-workshop-in-kind](#)

NSF NOIR Lab AURA SLAC U.S. DEPARTMENT OF ENERGY



# Manual for In-kind Contributors & Recipients

*Goal: help the Contribution Leads, Program Managers and Recipients work together to make each in-kind contribution succeed*

Living document, with current version PDF at [ls.st/RDO-41](https://ls.st/RDO-41)

Feedback is welcome, via [this form](#)



In-Kind Assembly I - 17 April 2023

**Update in progress**



## Manual for In-kind Contributors and Recipients

Phil Marshall, Bob Blum, Greg Madejski, Knut Olsen, Steve Ridgway, Aprajita Verma

**RDO-41**

**Latest Revision Date: July 28, 2021**

# Responsibilities

**Contribution Leads** drive the planning of the work, manage their teams, and report regularly (quarterly) on progress, ensure team embedded in recipient groups

Primary **Recipients** focus on technical direction, have opportunities to give feedback through the annual cycle. Other recipient groups are referred to as secondary recipients (optionally can give feedback)

**Program Managers** manage the program, track progress and support their CLs (aware of start dates & prompt work planning & updates, check submitted promptly, check team is embedded in rec groups), DRH list updates, Profile explore & status checks

When	Action	Description
T0 minus 3-4 months	Initial Contact with Recipient	Software/Datasets/Staff The CL should initiate the the recipient group(s). If recipients, please also copy addresses for the seconda Please consult the <a href="#">contact manual</a> for recipient email The main interaction will be primary recipient.
T0 minus 2-3 months	Drafting the <a href="#">work plan</a>	The work plan should out work following the <a href="#">descri contributions in the manu</a> Dir con for of c
	Complete <a href="#">work plan</a>	Thi
T0 minus 1-2 months	Plan for the next three months	On Thi con

When	Action	Description
		Software/Datasets/Staff
T0 minus 3-4 months	Initial Contact with the contribution lead (CL)	Recipients should be prep If some CLs are not conta
T0 minus 2-3 months	Iterate with the CL on the initial <a href="#">work plan</a>	Iteration with the CL until the approved contri The work plan should out work following the <a href="#">descri contributions in the manu</a> Directable and general po contributions will need m the recipient group(s) tha contributions.
T0 minus 1-2 months	Plan for the next three months & acceptance	On R an
T0	Start of work	Reci secc
T0 plus 1 quarter - week 3 of month 3	Recipients review of the <a href="#">Quarterly update</a>	To m che The

[RDO-041:](#)  
Appendix B,  
definition in  
Section 1.1

When	Action	Description
		Software/Datasets/Staff
T0 minus 3 months	Initial Contact with the contribution lead (CL)	Check in with your CLs
T0 minus 1 month	Plan for the next three months & acceptance	Confirm with CLs that
T0	Start of work	Verify and log receipt of work
T0 plus 1 quarter - week 1 to 3 of month 3 This step occurs in Q2, Q3, and Q4	Recipients review of the <a href="#">Quarterly update</a>	Be available to the CLs Ensure that all reports are submitted by the c
T0 plus 1 quarter - end of week 3 of month 3	<a href="#">Quarterly update</a> feedback	Review any feedback been made. Engage w
End of September - week 2	<a href="#">Annual Performance Evaluation</a>	Ensure that all the pro ensure contributions a The annual evaluation responsibility to flag t
Mid - late November	<a href="#">Annual Performance Evaluation</a> - feedback and implementation	Review any feedback notify the recipients a



# Updates by contribution type



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# Software contributions

- **Requirements** setting
  - Contribution Leads are responsible for development of the initial set of technical requirements
  - Recipients are responsible for providing the high-level goals needed to define those
- **Standards** for software development:
  - Software must be **developed collaboratively**, in a shared, version-controlled, repository that is accessible to the recipient group
  - Code must be validated and clearly documented, and must be released **publicly** at the point of delivery of the final version to the recipients (if not before)
- Detailed information about the **coding standards** etc is spelled out in the Manual
  - **Contribution Leads** are responsible for the software developers in their teams adhering to those standards
  - **Program Managers** should ensure the team have the **training and skills** required to execute the contribution

# Software Updates

No major updates

Make sure **work plan** discussions start with the recipient group **2-3 months before the start date** (as given in the profile explorer).

Program Managers check start dates and prompt Contribution Leads

Secondaries now have access and can provide comments/feedback

## Help & Advice

Requirements setting

Coding good practice advice

Workshops - what do you need?

[jikh@lsst.org](mailto:jikh@lsst.org)

**LINCC Frameworks** synergies being explored

# Software - General Pool

**Incoming S/W effort that can be allocated to recipient groups according to need**

**General Pool web page under construction**

## **FY22 call - delayed start to much of GP**

Allocated effort to

- Rubin build support (started)
- Survey scheduling (started)
- Solar System (in development)
- Support for In-kind S/W (consultancy)
- Rubin Web development (not yet started)

## **FY23 call - under consideration**

- Call to Recipients for Lols
- Stage 1: Development of selected Lols to S/W requirements
- Stage 2: Feasible projects taken forward
- Stage 3: Start of work according to needs & skills available

# Software - General Pool

In-kind recipients can request General Pool efforts at **anytime**, by filling out this form: <https://ls.st/ikc-gp>

We will regularly review proposals as they come in and match them to available software experts.

## In-kind General Pool Software Development Effort Request

This form is to **submit proposals of infrastructure tasks that would benefit from in-kind General Pool software developers efforts**. Any Recipient group (Rubin teams, Science Collaborations) finding gaps within their infrastructure or analysis software plans, that are not covered by current in-kind contributions, can apply. Once the proposals have been received, the IPC team will then select proposals and endeavour to match them to the available General Pool expertise. If you have any questions, please contact [Aprajita Verma](#) and [Agnès Ferté](#).

aprajitaverma1@gmail.com [Switch account](#)



\* Indicates required question

Email \*

Your email

Completed by \*

Please give your name and institution

Your answer

Requesting Recipient group (or groups) \*

Your answer

Have you coordinated with the point of contact of the relevant Recipient group(s) about this proposal? See [list of contacts here](#).

☐ I confirm I have contacted the relevant point(s) of contact for this proposal

# Telescope Time

## Contributions

- Telescope time **CLs** should be beginning preparatory work to understand the scope and timeline of work needed to realize a successful contribution. Schedule realignment with LSST start?
- Recommend revisiting your proposal and begin creating a **work plan** to achieve those goals
- **AEON contributions** doubly so! We would like to have an AEON technical workshop to help you with planning your implementation
- I will be in contact with you soon

## Community

- **Coming Soon:** Telescope time web-pages to help plan for usage of this resource.



# Computing resources (IDACs and SPCs)

- [IDACs/SPCs](#) should plan for operation at start of DR1
  - Preparation work could be significant, please develop in work plans
- Work planning should focus on:
  - Use cases
  - Establishing contact with relevant user communities
  - Planning for software and service layers needed
- We encourage delay in purchasing hardware (but understand if impossible)
- Recent [science](#) and [technical](#) workshops for IDACs included:
  - Submission and discussion of [48 use cases](#)
  - [Key technical discussions](#)
- IDAC Coordination Group [Community forum](#) and Slack channel (#idac-coordination-group) for discussion

# Commissioning Contributions

- 9 contributions from 6 program teams (UK, France, Italy, Japan, Korea, Spain BCN-MAD)
- Keith Bechtol is the main recipient contact for all international in-kind contributions, but each contribution has been assigned its own commissioning liaison within the SITCOM team.
  - *SITCOM organises technical direction of in-kind contributions in concert with supervision of US research teams' contributed labor (following last summer's AO)*
  - *All teams will need to work with their contacts to adapt to changes in schedule*
- Phil is the IPC for commissioning, supporting the teams through work planning with help from other IPCs
- Tracking for the international in-kind contributions to commissioning will follow the process outlined here

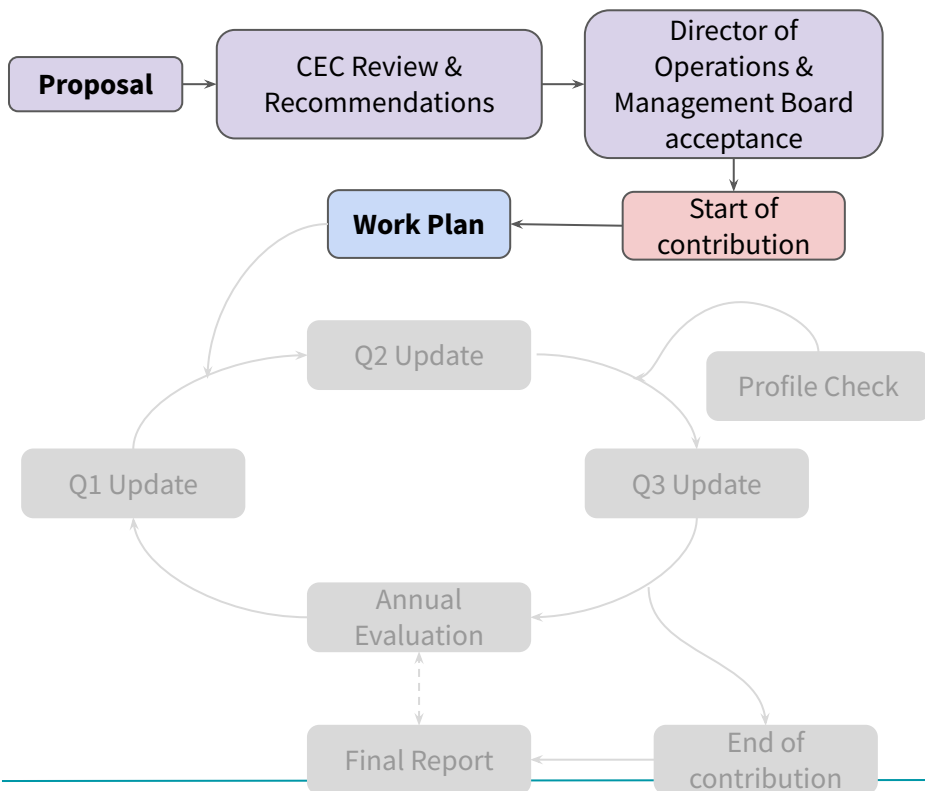


# Contribution Lifecycle



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# Contribution Cycle



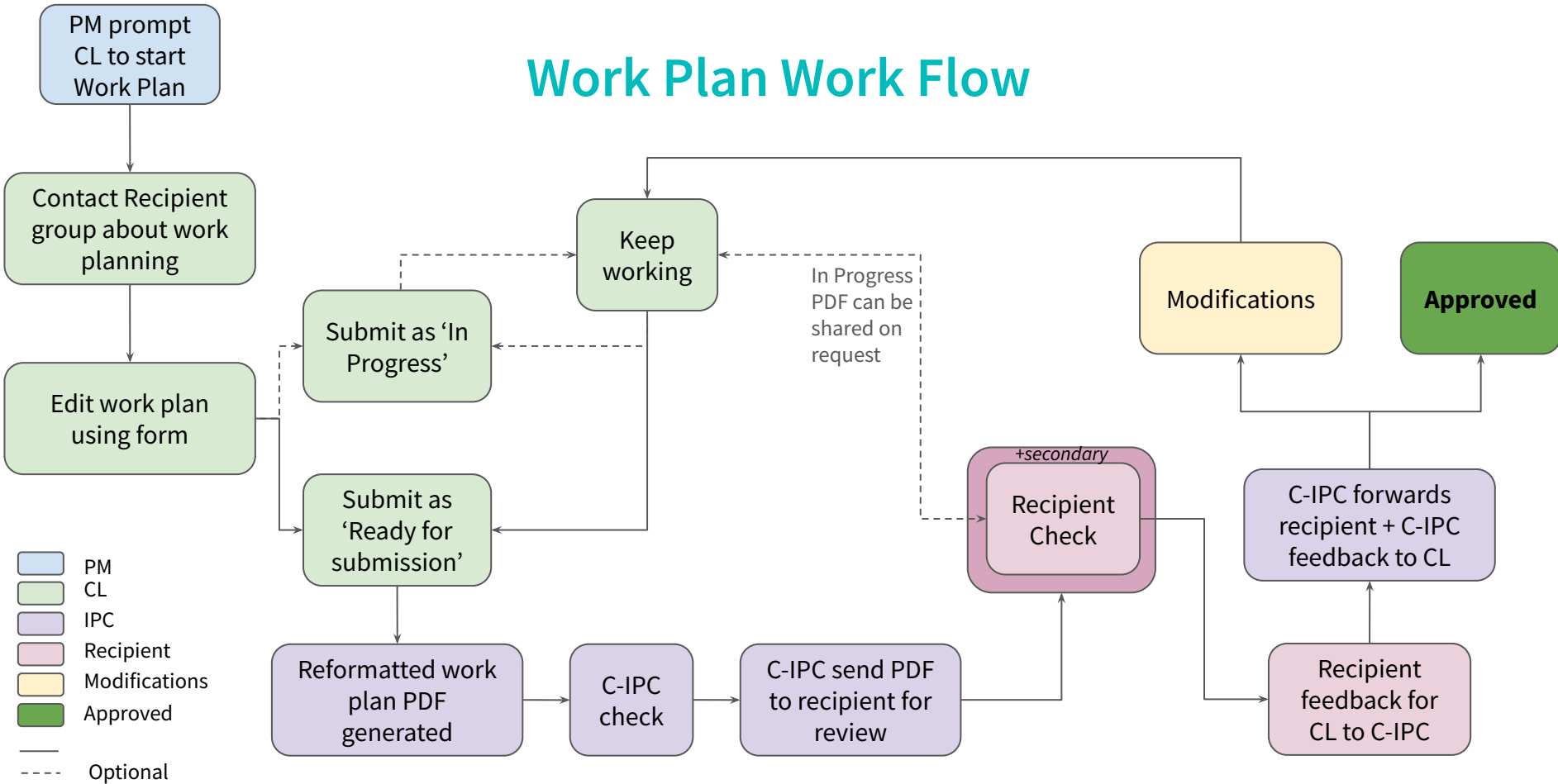
Walkthrough [slides](#) and [recording](#) of the meeting

Work plan ([onus is on Contribution Lead \(CL\)](#)):

- Start 2-3 months\*\* before start date & submit
- Reviewed by Recipients & IPCs
- Approval process complete ~1 month before the start
- Defines top levels objectives & milestones
- Contains detailed plan of work for the first quarter

\*\* Telescope time/IDACs can start filling out Work Plan initial info earlier

# Work Plan Work Flow



# Work Planning

<https://ls.st/ikc-wp>

These are static URLs.  
Require your contribution ID  
Ask your Program Manager  
or IPC if you don't know  
what that is).

## In-kind Contribution Work Plan

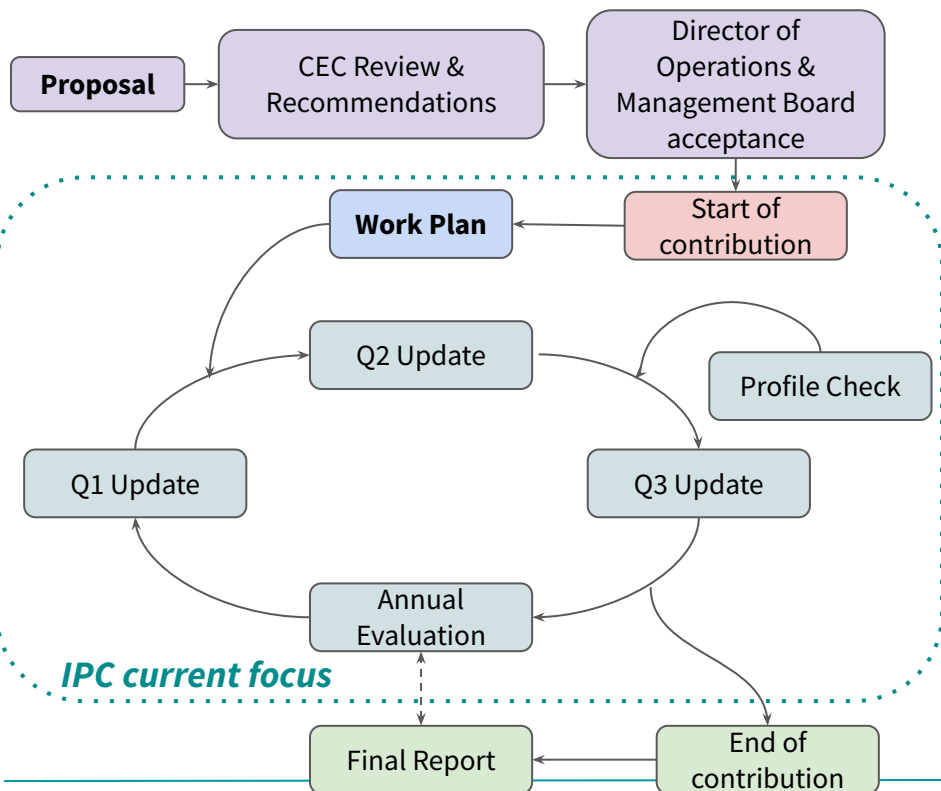
Contribution Leads, this form is designed for you to develop and update your Work plans for your contributions. It mirrors the information requested in the Manual for In-Kind Contributions (<https://ls.st/RDO-41>), but please also refer to the specific instructions summarised there when writing your work plans.

You may wish to complete this form in parts before it is ready for review. The final question on the work plan asks you whether the plan is still in progress or ready to submit. For the former, you can edit your response by following the link in the confirmation email. Once you are happy with the work plan, please select "Ready for Review" so that we know when you are done. The work plan will then be sent to your contribution IPC and Recipient contact(s). The recipient groups will be asked to approve the work plan. Any amendments arising from this review will be communicated to you.

The work plan compiles the top-level objectives for the contribution, and captures any contribution-type specific information. Key elements such as deliverables and milestones towards reaching those deliverables should be outlined, along with an estimate of the timeline for achieving milestones and/or delivery.

A work plan should be submitted for each contribution identified by a unique ID - the contribution ID of the form XXX-YYY-SN where N is a running number for each program element. If your contribution (denoted by the ID) includes more than one element or more than one contributor, please describe each in this form but do not submit multiple forms for a single contribution ID. In the case of FTE, the effort of different contributors should be summarised, describing the elements each person is working on. In the case of multiple resources e.g., datasets, processing, storage etc., the work plan similarly should summarise each element of the contribution.

# Contribution Cycle



Quarter	Due by	Covers work done	Plan of work for
Q1	Dec week 2	Sep week 2 / Dec week 2	Jan - Mar
Q2	Mar week 2	Dec week 2 / Mar Week 2	Apr - Jun
Q3	Jun week 2	Mar week 2 / Jun week 2	Jul - Sep
Q4 / Annual Evaluation	Sep week 2	October preceding year to current September week 2	Oct - Dec

## Quarterly Updates (**Contribution Lead**)

- Follows Rubin's FY (e.g. FY23: Oct 22 - Sep 23)
- Record progress/achievements and possible changes
- Contains detailed plan of work for the next quarter

***Program Managers are responsible for coordinating their CLs to complete the various elements***

# Quarterly Update

<https://ls.st/ikc-qu>

These are static URLs.  
Require your contribution ID  
Ask your Program Manager  
or IPC if you don't know  
what that is).

## Rubin In-Kind Quarterly Update

Contribution Leads will use this form to provide the quarterly update on your contribution. Note that to keep the process streamlined, we are expecting that this report focusses on any issues arising from the previous quarters work, otherwise assumes activities described in the previous quarter were carried out as planned. Please refer to the specific instructions for different contribution types in the Manual for In-Kind Contributions (<https://ls.st/RDO-41>).

If your contribution (denoted by the contribution ID) includes more than one element or more than one contributor, please describe each in this form but do not submit multiple forms for a single contribution ID. In the case of FTE, the effort of different contributors should be summarised, describing the elements each person is working on. In the case of multiple resources e.g., datasets, processing, storage etc., the work plan similarly should summarise each element of the contribution.

The primary audience for the report are your Recipient group(s) and the contribution IPCs. The Program Manager and IPCs may also view this report. The Primary recipient group will accept and provide feedback, if any, on the update.

You are welcome to make any confidential comments to your contribution IPC by email, if needed.

aprajitaverma1@gmail.com [Switch account](#)



\* Required

Email \*

Your email

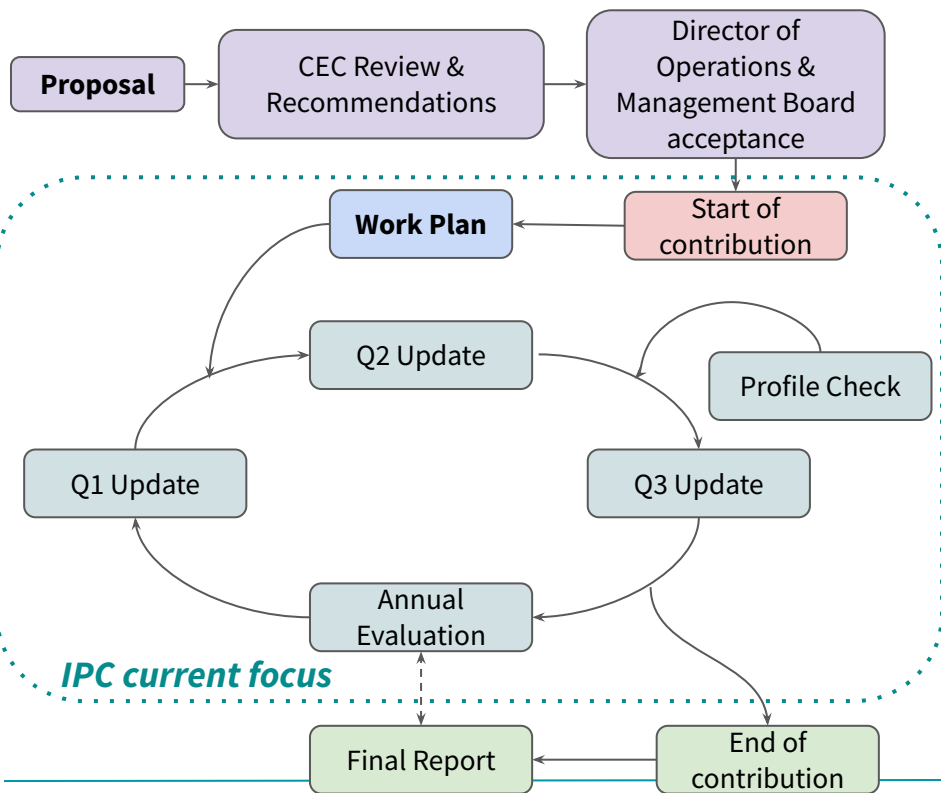
Submitted by name \*

Please add the name (Last Name, First Name) of the main person who wrote and submitted this form. Other contributors can be added later.

Your answer



# Contribution Cycle



Contribution Profile Explorer

File Edit View Insert Format Data Tools Extensions Help Last edit was seconds ago

100% \$ % .00 123 Default (A1) 10 B I Z A

A1	A	B	C	D	E	F	G	H	I	J	K	L	M
1	ContributionID	PM (Name <email>)	CL (Name <email>)	Contribution IPC	Primary Recipient	All Recipients							
2	<PREFILL>	<PREFILL>	<PREFILL>	<PREFILL>	<PREFILL>	<PREFILL>							
3													
4	Title	<PREFILL>											
5	Category	<PREFILL>		Status	<PREFILL>								
6	Date Created	<PREFILL>											
7	Update History	DATE of last edit	Initials of last editor										
8													
9													
10	Accepted Profile	<PREFILL>											
11	This is the accepted effort profile in your proposal. Please convert this into the table below, duplicating the table for each person contributing to the effort.												
12	Summarise any changes from the accepted deliverable filled out in the tables below												
13	IPC Comments	IPCs please log any comments, changes or actions taken regarding the submitted profile here. All changes should be logged. Take care to append rather than replace comments. Always start your entry with the date and your initials e.g. May 2021, AV, Issue with ... contacted CL and resolved. Sep 2021, AV, shifted profile by XX months, approved by recipient											
14													
15	<b>INSTRUCTIONS:</b> Please transcribe the effort level from your accepted proposal (see cell B10) into the format of the table below. You should not include any additional effort above the level that was accepted. Acceptable amendments include adding the names of newly hired personnel, shifting the start date due to hiring/funding schedules etc. Any amendments from what has been accepted must be noted and flagged to the contribution IPC in cell B12. Copy the contributor table below for each person contributing FTE towards the contribution. - please give the FTE per year in the 'Effort Level' row, e.g. 0.5 - please state whether the positions is funded, applied for, unfunded (funding being sought) - please specify the phase of the work as 'development' or 'maintenance' low level effort including maintenance and upgrades - under 'Contributor Status' indicate if the person is in post, in recruitment or not yet hired - if the hire is not yet known, please add 'New Hire' in the contributor name field, if there is more than one New Hire per contribution please add 'New Hire' - if this is a general pool contribution, please add one line per dev specifying the names of the developers when known, or use 'Dev TBC' for those not yet identified - the 'Recipient group memberships' should list the contributors memberships of Rubin SCs or recipient groups (not currently needed for 'New Hire' or general pool contributors) - if the approved contribution includes effort in years prior to FY21, please check the box in col E												

TemplatePCDelivery TemplateDatasets TemplateIDACsCPU

## Status Check (Program Manager & Contribution Lead)

- Follows Rubin's FY (e.g. FY23: Oct 22 - Sep 23)
- Makes sure the timeline of resource is correctly captured
- Typically in May-June each year
- **Updates during the year are possible**

# Profile Explorers

Each program has a **Profile Explorer workbook** with 1 tab per contribution

Breakdown of the expected resource(s) by year per contribution

The format of the explorer depends on the contribution type

Profiles now exist for **all contributions**

**Program IPCs** will contact the **Program Managers** (PMs are responsible for this)

- Check last years FTE based submitted ones
- Fill out non-FTE based ones

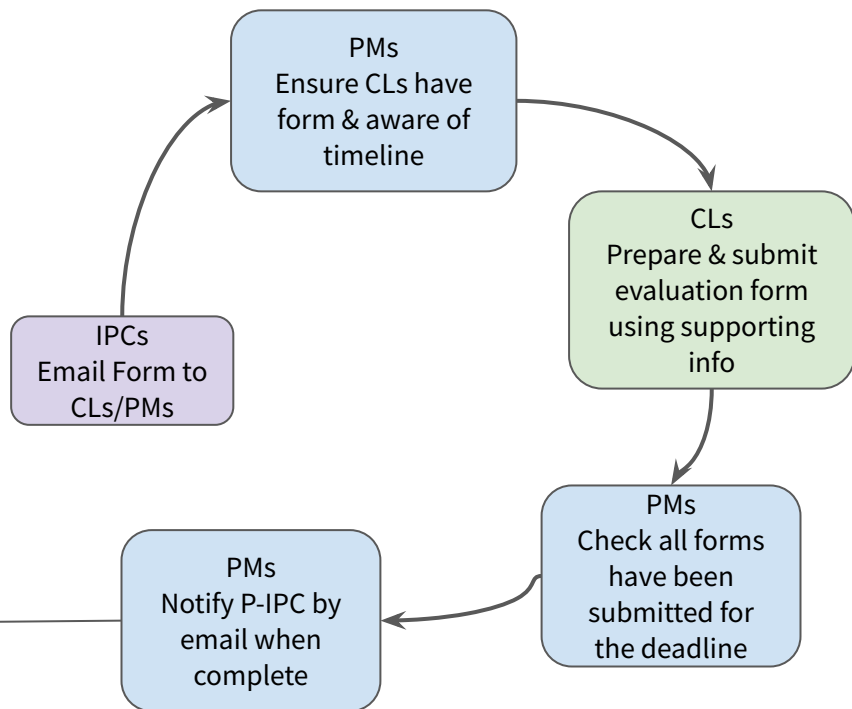
Don't forget **start date**

Telescope & IDACs start date for planning in the WPs which can be 12 months or more before the start

The Profile Explorers are accessed through the Program Viewer sent to Program Managers/Program Leads

The screenshot displays the 'Contribution Profile Explorer' workbook. The top menu bar includes File, Edit, View, Insert, Format, Data, Tools, Extensions, and Help. The main area shows a grid with columns for ContributionID, PM (Name <email>), CL (Name <email>), Contribution IPC, Primary Recipient, and All Recipients. Below this, there are sections for Title, Category, Date Created, Update History, Accepted Profile, and IPC Comments. The bottom section contains a table for 'Number of Facility elements' and 'Expected date planning this contribution will start (Month, Year)'. The right side of the workbook shows a summary table with columns for ContributionID, Facility, Name of Main Contact, Email of Main Contact, Anticipated Length of Contribution, Start Date for Telescope access, Semester, and Status.

# Annual Evaluation - CLs & PMs



Part of the Annual Cycle for reporting

A chance to take a more holistic review of the progress made. Annual reports are:

- **Completed by CL**
- **Coordinated by PM**
- **Reviewed by Recipients & IPCs**
- **IPC report to Director of Operations who will make recommendations**

*All contributions undergoing the FY22 annual evaluation were informed via the program managers. Reviews were made by the recipients and the IPCs.*

# Annual Evaluation

<https://ls.st/ikc-ae>

## FY22 Annual Evaluation Form

aprajitaverma1@gmail.com [Switch account](#)



\* Required

Email \*

Your email

Contribution ID \*

The contribution ID is a unique identifier for your contribution of the form **XXX-YYY-SN** where N is the number for each contribution in a program as given in your proposal. The correct ID must be filled in here. If you are unsure of your contribution ID, please ask your program manager who has all the ID numbers in the program or email [jikh@lsst.org](mailto:jikh@lsst.org)

Your answer

Submitted by name \*

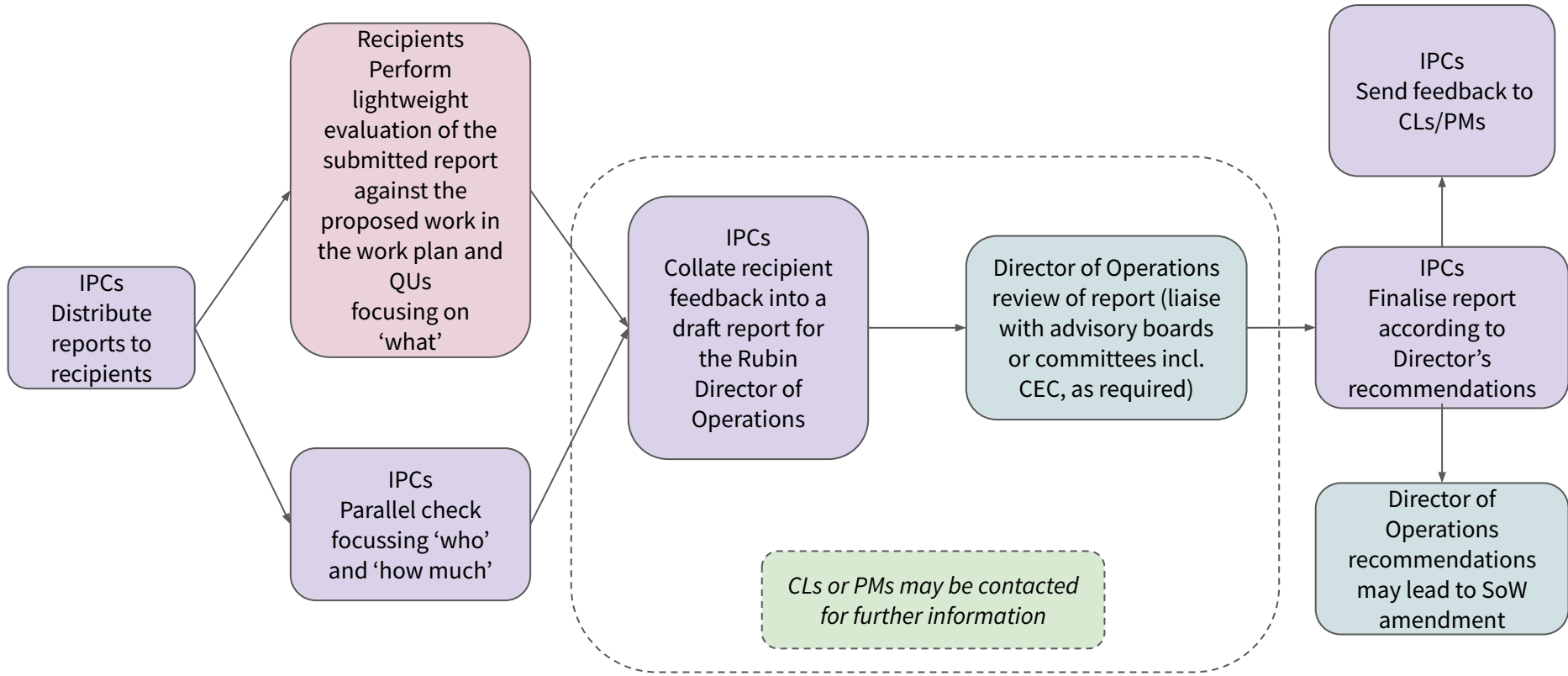
Please add the name (Last Name, First Name) of the main person who wrote and submitted this form. Other contributors can be added in the next question.

Your answer

Names of all others contributing to this report \*

Please list those who helped write this report. This may not be all of those contributing effort to the resource planning or work itself but those involved in the report writing. You

# Annual Evaluation Review - Recipient, IPC, Director of Operations



# Current focus & upcoming plans

## Annual Evaluation:

- 35 contributions underwent the FY21 annual evaluation
- Feedback sent, resulting actions are being completed

## Preparing for

- General pool allocation
- Program and Contribution viewers
- Next status check (May 23)
- DRH update (Jun 23)
- May announcement for targeted contributions
- PCW & next in-kind assembly

## How we can help

**Any questions - [jikh@lsst.org](mailto:jikh@lsst.org)**

**Office hours**

**Attend SC/recipient group meetings (e.g. in-kind specific, annual meetings)**

**S/W professional help for defining S/W requirements &/or best practice**

# DP0 Summer School

June 12-16, 2023

All in-kind contributors  
welcome to attend

[https://community.lsst.org/t/  
dp0-virtual-summer-school-june-12-16-2023/7555](https://community.lsst.org/t/dp0-virtual-summer-school-june-12-16-2023/7555)

Contact: **Jeff Carlin**

## DP0 Virtual Summer School, June 12-16, 2023

Science dp0



jeffcarlin LSST

2d

Hello Rubin Observatory enthusiasts,

Please join us for a **DP0 Virtual Summer School** from **June 12-16, 2023**.

**What is the Summer School?** This Summer School has been designed as an accelerated learning experience to enable Data Preview 0 (DP0) delegates to do Rubin-related research, focusing on the DP0.2 dataset. Much of the time will be spent on live virtual hands-on tutorials focused on various aspects of DP0 data access, visualization, and processing. Some time will be dedicated to collaborative (breakout) sessions where delegates can interact more informally.

**Who?** The tutorial sessions assume no prior knowledge of the Rubin/DP0/Science Platform ecosystem. All **DP0 delegates\*** are invited to attend and participate – even experienced delegates may wish to attend for the collaborative period each day.

**\*Not a DP0 delegate yet? There are spaces available** for Rubin data-rights holders. (All scientists and students affiliated with an institution in the US and Chile have data rights, as well as the international scientists and students whose names appear on the [list of international data rights holders](#) 1.) Visit the [DP0 Getting Started Checklist](#) 3 and follow the instructions to become a DP0 delegate.

**When?** To provide opportunities for delegates from all time zones there will be two sessions daily. All sessions are open to all delegates. Detailed schedules:

### Session A (Monday-Friday, June 12-16, 2023):

Tutorials/demonstrations: 8:00-10:00 PDT (15:00-17:00 UTC)

Collaborative breakouts: 10:00-11:00 PDT (17:00-18:00 UTC)

### Session B (Monday-Thursday, June 12-15, 2023):

Tutorials/demonstrations: 19:00-20:00 PDT (02:00-03:00 UTC; +1 day)

Collaborative breakouts: 20:00-21:00 PDT (03:00-04:00 UTC; +1 day)

# UK IDAC

George Beckett



# Follow-up with Milankovic 1.4 telescope

Jelena Kovacevic Dojcinovic

# Q&A