

Science Team Framework

(work in progress – please speak up!!)

- The science work is centered around several key projects (KPs).
- The KPs are chaired by 2 collaboration members, labeled KP *coordinator* and KP *deputy*. Whenever applicable the KP chair and deputy are to be chosen from different institutions within the partnership.

Responsibilities (I)

1. Organize regular teleconferences (weekly/bi-weekly or monthly) **inviting all collaboration members with an interest in the science, minutes distributed.**
2. Keep track, preferably through a dedicated section in the ZTF Twiki, of **the activities and responsibilities of group members**, ensuring that individuals are not claiming leadership of too many projects or without delivering results/papers.
3. **Support the rights of young members of the collaboration**, graduate students and postdocs. In particular, a clear definition of thesis projects is to be identified. Potential conflicts within the group are to be addressed, and when needed brought up to the Steering Board.

Responsibilities (II)

4. Verify that the acquired ZTF data is adequate for the science goals and report deficiencies to the Steering Group.
5. Be contact persons for the Survey Strategy Group (see Section 1). In particular, the KP coordinators are to provide metrics relevant for their science upon which the performance of proposed survey strategy can be gauged and monitored.
6. Be responsible for acquiring the follow-up resources needed for the science goals.
7. Specify the co-authorship policies of the group. These have to be communicated and accepted by the Steering Committee.
8. Suggest a publication plan to the Publication Board (see Section 3), including author list, abstract and time line. Keep the Publication Board informed about publication status.

Responsibilities (III)

- 8. Seek approval of external collaborators to the Steering Committee
- 9. Maintain regular contacts with other KP coordinator.
- 10. Organize distribution of general purpose analysis tools among collaborators.

Rotation of coordinators/deputies is encouraged

Process to define KPs

- A call will be sent out for all partners to declare their interests in a visible doc, e.g. Google doc or Wiki. Process (apparently) tried successfully within LSST.
- Upon responses, showing people with common interests (science and methodology), grouping likely to become natural.
- When? Call to be sent out next week.

Partnership pipelines, analysis tools and calibration

- Overarching tools for survey simulation, data analysis and calibration are to be signed off by KP chairs and provided to the software analysis team under the supervision of the Project Scientist.

Collaboration meetings

- In person collaboration meetings are to be held twice per year. The organization and location of the meetings to be rotated among partner institutions.

Publication Board (I)

The Publication Board includes chosen representative from each partner institution.

3.1 Publication plan

- The Publication board reviews the proposed publication plans put forward by the KP chair (see Sec 2.1(iv)) and suggests changes if needed.

Publication Board (II)

3.2 Quality control

At least one (and more when deemed necessary) internal referee(s) chosen to review pre-submission material. **The role of the internal referees is to ensure adequate quality of contents and writing.**

- The internal referees need to send their reports to the lead authors + KP chair within 2 weeks of accepting the task.

Publication Board (III)

3.3 Resolution of conflicts

- The Publication Board will arbitrate if conflicts arise concerning publication authorship and content.

3.4 Ensure efficient use of data

- The Publication Board has the right to revise an accepted publication plan if no longer deemed optimal timely or efficiently conducted.

Feedback, please!