

- LIGO SCIENTIFIC COLLABORATION -

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LSC Governance, Collaboration Standards and Services White Paper (Summer 2021 edition)	
LIGO Scientific Collaboration	

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This *LSC Governance, Collaboration Standards and Services White Paper* describes roles in the associated with governance, management, and the Collaboration Standards and Services Division of the LIGO Scientific Collaboration (LSC). All of the activities described here are associated with §2 of the (LSC) Program 2021-2022, LIGO-M2100100.

1 LSC Group Management

ACTIVITY Op-1.0-A: LSC GROUP MANAGEMENT

TASK Op-1.0-A(i): LSC GROUP MANAGEMENT

The LSC Principal Investigator (LSC-PI) is responsible for ensuring that all individuals in their Group understand and comply with the rules of the LSC, is responsible for the Group's performance against the commitments delineated in the Group's annual work plan, and manages their group members accordingly.

2 Governance

ACTIVITY Op-2.0-A: COUNCIL CHAIR

TASK Op-2.0-A(i): COUNCIL CHAIR

The LSC Council Chair has the responsibility and authority to facilitate the governance process of the Council. The Chair's responsibilities include all aspects of planning and conducting Council meetings in consultation with the Spokesperson and documenting the Council decisions. See §2.1.4 of the LSC Bylaws (M050172-v21).

ACTIVITY Op-2.0-B: SPOKESPERSON

TASK Op-2.0-B(i): SPOKESPERSON

The Spokesperson leads the LSC, and is empowered to represent the LSC to the public and to the broader scientific community. See §2.2 of the LSC Bylaws (M050172-v21).

ACTIVITY Op-2.0-C: OMBUDSPERSON

TASK Op-2.0-C(i): OMBUDSPERSON

The LSC Ombudsperson provides confidential, informal, independent, and neutral dispute resolution advisory services for all members of the LIGO Scientific Collaboration. See §2.3.1 of the LSC Bylaws (M050172-v21).

ACTIVITY Op-2.0-D: MANAGEMENT TEAM

TASK Op-2.0-D(i): MANAGEMENT TEAM

The Management Team is the group that implements the policies created by the Council and coordinates the activities of the LSC. See §2.4 of the LSC Bylaws (M050172-v21).

ACTIVITY Op-2.0-E: PROGRAM COMMITTEE

TASK Op-2.0-E(i): PROGRAM COMMITTEE

The Program Committee is charged with formulating the Science Program of the LSC. See §2.5 of the LSC Bylaws (M050172-v21).

3 Observational Science

The Observational Science Division is responsible for coordinating, overseeing, and reviewing observational science work.

ACTIVITY Op-3.0-A: OBSERVATIONAL SCIENCE DIVISION CHAIR

TASK Op-3.0-A(i): OBSERVATIONAL SCIENCE DIVISION CHAIR

The Observational Science Division Chair coordinates the activities of the Division. See §3.1.2 of the LSC Bylaws (M050172-v21).

ACTIVITY Op-3.0-B: BURST WORKING GROUP CHAIR

TASK Op-3.0-B(i): BURST WORKING GROUP CHAIR

The Burst Working Group is devoted to searching for transient gravitational wave signals without re-lying on accurate knowledge of the waveforms. The Burst Working Group has two co-chairs. See §3.2.2 of the LSC Bylaws (M050172-v21).

ACTIVITY Op-3.0-C: CBC WORKING GROUP CHAIR

TASK Op-3.0-C(i): CBC WORKING GROUP CHAIR

The Compact Binary Coalescence (CBC) Working Group searches and characterizes modelled gravitational wave signals from compact binary mergers. The Compact Binary Coalescence Working Group has two co-chairs. See §3.3.2 of the LSC Bylaws (M050172-v21).

ACTIVITY Op-3.0-D: CW WORKING GROUP CHAIR

TASK Op-3.0-D(i): CW WORKING GROUP CHAIR

The Continuous Waves (CW) Working Group is tasked with searching for the signatures of continuous gravitational waves. The Continuous Waves Working Group has two co-chairs. See §3.4.2 of the LSC Bylaws (M050172-v21).

ACTIVITY Op-3.0-E: STOCHASTIC WORKING GROUP CHAIR

TASK Op-3.0-E(i): STOCHASTIC WORKING GROUP CHAIR

The Stochastic Working Group focuses on searches for the stochastic background of gravitational waves. The Stochastic Working Group has two co-chairs. See §3.5.2 of the LSC Bylaws (M050172-v21).

4 Instrument Science

The Instrument Science Division is responsible for organizing and documenting the Collaboration's instrument science research for the current detector, planned detector upgrades, and future detectors.

ACTIVITY Op-4.0-A: INSTRUMENT SCIENCE DIVISION CHAIR

TASK Op-4.0-A(i): INSTRUMENT SCIENCE DIVISION CHAIR

The Instrument Science Division Chair coordinates the activities of the Division. See §4.1.2 of the LSC Bylaws (M050172-v21).

ACTIVITY Op-4.0-B: ADVANCED INTERFEROMETER CONFIGURATIONS WORKING GROUP CHAIR

TASK Op-4.0-B(i): ADVANCED INTERFEROMETER CONFIGURATIONS WORKING GROUP CHAIR

The Advanced Interferometer Configuration Working Group carries out theoretical and experimental research towards upgrades of the LIGO detectors as well as for future gravitational-wave detectors. This Working Group has one chair. See §4.2.2 of the LSC Bylaws (M050172-v21).

ACTIVITY Op-4.0-C: CONTROL SYSTEMS WORKING GROUP CHAIR

TASK Op-4.0-C(i): CONTROL SYSTEMS WORKING GROUP CHAIR

The Control Systems Working Group covers fundamental and applied research in control systems as it relates to gravitational-wave interferometers. This Working Group has one chair. See §4.3.2 of the LSC Bylaws (M050172-v21).

ACTIVITY Op-4.0-D: LASERS AND AUXILIARY OPTICS WORKING GROUP CHAIR

TASK Op-4.0-D(i): LASERS AND AUXILIARY OPTICS WORKING GROUP CHAIR

The Lasers and Auxiliary Optics Working Group addresses all types of classical lasers and other optical auxiliary systems encompassing all technologies which are not part of any of the other working group. This Working Group has one chair. See §4.4.2 of the LSC Bylaws (M050172-v21).

ACTIVITY Op-4.0-E: OPTICS WORKING GROUP CHAIR

TASK Op-4.0-E(i): OPTICS WORKING GROUP CHAIR

The Optics Working Group covers research in all areas of gravitational-wave detector optics. This Working Group has one chair. See §4.5.2 of the LSC Bylaws (M050172-v21).

ACTIVITY Op-4.0-F: QUANTUM NOISE WORKING GROUP CHAIR

TASK Op-4.0-F(i): QUANTUM NOISE WORKING GROUP CHAIR

The Quantum Noise Working Group covers research (experiment and theory) involving squeezed light sources, quantum-non-demolition topologies, and research on quantum radiation pressure effects. This Working Group has one chair. See §4.6.2 of the LSC Bylaws (M050172-v21).

ACTIVITY Op-4.0-G: SEISMIC ISOLATION AND SUSPENSIONS WORKING GROUP CHAIR

TASK Op-4.0-G(i): SEISMIC ISOLATION AND SUSPENSIONS WORKING GROUP CHAIR

The Seismic Isolation and Suspensions Working Group covers research in seismic isolation, suspension design, and suspension thermal noise. This Working Group has one chair. See §4.7.2 of the LSC Bylaws (M050172-v21).

5 Operations

The Operations Division plans, organizes and manages all LSC activities related to, and necessary for, detector operation.

ACTIVITY Op-5.0-A: OPERATIONS DIVISION CHAIR

TASK Op-5.0-A(i): OPERATIONS DIVISION CHAIR

The Operations Division Chair coordinates the activities of the Division. See §5.1.3 of the LSC Bylaws (M050172-v21).

ACTIVITY Op-5.0-B: DETECTOR CHARACTERIZATION CHAIR

TASK Op-5.0-B(i): DETECTOR CHARACTERIZATION CHAIR

The Detector Characterization (DetChar) Working Group is responsible for organizing and documenting the Collaboration's efforts in detector characterization and the development of tools for that purpose. This Working Group has two co-chairs. See §5.2.2 of the LSC Bylaws (M050172-v21).

ACTIVITY Op-5.0-C: CALIBRATION WORKING GROUP CHAIR

TASK Op-5.0-C(i): CALIBRATION WORKING GROUP CHAIR

The Calibration Working Group is responsible for organizing, delivering, and documenting the calibration information for the detectors in the Collaboration. This Working Group has two co-chairs. See §5.3.2 of the LSC Bylaws (M050172-v21).

ACTIVITY Op-5.0-D: LOW-LATENCY WORKING GROUP CHAIR

TASK Op-5.0-D(i): LOW-LATENCY WORKING GROUP CHAIR

The Low-latency Working Group plans, organizes and oversees analysis activities necessary to provide and disseminate low-latency event information within and outside the LSC. This Working Group has two co-chairs. See §5.4.2 of the LSC Bylaws (M050172-v21).

ACTIVITY Op-5.0-E: RUN-PLANNING COMMITTEE CHAIR

TASK Op-5.0-E(i): RUN-PLANNING COMMITTEE CHAIR

The Run Planning Committee is charged with the strategic planning of engineering and observing runs and advises the OMT on proposed observing run start dates, run duration, and other relevant activities. This Committee has one chair. See §5.5.2 of the LSC Bylaws (M050172-v21).

ACTIVITY Op-5.0-F: COMPUTING AND SOFTWARE WORKING GROUP CHAIR

TASK Op-5.0-F(i): COMPUTING AND SOFTWARE WORKING GROUP CHAIR

The Computing and Software Working Group is responsible for organizing and documenting the Collaboration's computing hardware and software infrastructure and for formulating plans for its evolution. This Working Group has two co-chairs. See §5.6.2 of the LSC Bylaws (M050172-v21).

ACTIVITY Op-5.0-G: SUPPORT OF OBSERVATORIES COMMITTEE CHAIR

TASK Op-5.0-G(i): SUPPORT OF OBSERVATORIES COMMITTEE CHAIR

This Committee is responsible for coordinating contributions by LSC members in direct support of Observatory activities. This Committee has two co-chairs. See §5.7.2 of the LSC Bylaws (M050172-v21).

ACTIVITY Op-5.0-H: OPEN DATA WORKING GROUP CHAIR

TASK Op-5.0-H(i): OPEN DATA WORKING GROUP CHAIR

The Open Data Working Group is responsible for the release of instrumental data and associated documentation to the public. This Working Group has one chair. See §5.8.2 of the LSC Bylaws (M050172-v21).

6 Communications and Education

The Communications and Education Division is responsible for overseeing and documenting the Collaboration's activities in education and public outreach.

ACTIVITY Op-6.0-A: COMMUNICATIONS AND EDUCATION DIVISION CHAIR

TASK Op-6.0-A(i): COMMUNICATIONS AND EDUCATION DIVISION CHAIR

The Communications and Education Division Chair coordinates the activities of the Division. See §6.1.2 of the LSC Bylaws (M050172-v21).

ACTIVITY Op-6.0-B: FORMAL EDUCATION COMMITTEE CHAIR

TASK Op-6.0-B(i): FORMAL EDUCATION COMMITTEE CHAIR

The Formal Educational Committee coordinates educational activities taken on by LSC entities. This Committee has one chair. See §6.2.1 of the LSC Bylaws (M050172-v21).

ACTIVITY Op-6.0-C: INFORMAL EDUCATION AND PUBLIC OUTREACH COMMITTEE CHAIR

TASK Op-6.0-C(i): INFORMAL EDUCATION AND PUBLIC OUTREACH COMMITTEE CHAIR

The Informal Education and Public Outreach Committee supervises the Collaboration's informal education and public outreach activities. This Committee has one chair. See §6.3.1 of the LSC Bylaws (M050172-v21).

ACTIVITY Op-6.0-D: PROFESSIONAL OUTREACH COMMITTEE CHAIR

TASK Op-6.0-D(i): PROFESSIONAL OUTREACH COMMITTEE CHAIR

The Professional Outreach Committee manages the collaboration's interaction with the scientific community, such as at conferences and meetings. This Committee has one chair. See §6.4.1 of the LSC Bylaws (M050172-v21).

ACTIVITY Op-6.0-E: LSC WEB COMMITTEE CHAIR

TASK Op-6.0-E(i): LSC WEB COMMITTEE CHAIR

The LSC Web Committee maintains and hosts internal LSC web pages (ligo.org) as well as the LSC public pages. This Committee has one chair. See §6.5.1 of the LSC Bylaws (M050172-v21).

ACTIVITY Op-6.0-F: MEDIA RELATIONS COMMITTEE CHAIR

TASK Op-6.0-F(i): MEDIA RELATIONS COMMITTEE CHAIR

The Media Relations Committee is the LSC forum for coordinating media activities, particularly those associated with formal announcements of scientific results. This Committee has one chair. See §6.6.1 of the LSC Bylaws (M050172-v21).

ACTIVITY Op-6.0-G: LIGO MAGAZINE COMMITTEE CHAIR

TASK Op-6.0-G(i): LIGO MAGAZINE COMMITTEE CHAIR

The LIGO Magazine Committee publishes twice a year the LIGO Magazine, which details the latest research, news and personalities across the diverse group of LSC members. This Committee has one chair. See §6.7.1 of the LSC Bylaws (M050172-v21).

7 Collaboration Standards and Services Division (CSS)

The Collaboration Standards and Services Division addresses tasks and topics related to the climate within the LSC, equitable share of visibility, Collaboration organization issues, and Collaboration administrative functions.

Op-7.1 Collaboration Standards and Services Division Steering Committee

ACTIVITY Op-7.1-A: COLLABORATION STANDARDS AND SERVICES DIVISION CHAIR

TASK Op-7.1-A(i): COLLABORATION STANDARDS AND SERVICES DIVISION CHAIR

The Collaboration Standards and Services Division Chair coordinates the activities of the Division. See §7.1.2 of the LSC Bylaws (M050172-v21).

Op-7.2 Diversity, Equity, and Inclusion

The LSC recognizes the importance of Diversity, Equity, and Inclusion (DEI) in carrying out its scientific mission, and has established a DEI Committee to provide guidance and advice to the LSC on, for example, selection of members for leadership roles or for representing the LSC in external presentations. See §7.2.2 of the LSC Bylaws (M050172-v21).

The DEI Committee membership is chosen as follows:

- The committee Chair is appointed by the LSC Spokesperson for a term of two years.
- Members of the Committee are appointed by the committee Chair, with approval of the LSC Spokesperson, for terms of two years. Terms are staggered for continuity.
- One member shall also be a member of the Speakers and Awards Committee.
- There will be a liaison appointed to the LAAC.

ACTIVITY Op-7.2-A: CHAIR OF THE DIVERSITY, EQUITY AND INCLUSION COMMITTEE

TASK Op-7.2-A(i): CHAIR OF THE DIVERSITY, EQUITY AND INCLUSION COMMITTEE

For 2021-22, the DEI Committee foresees the following major targets:

ACTIVITY Op-7.2-B: PRODUCE THE INITIAL BEST PRACTICES GUIDE (BPG).

The BPG should provide LSC members with DEI-based guidance for a number of collaboration practices. These include, but are not limited to, the following:

- Provide advice for LSC leadership and/or management positions.
- Provide advice for membership of Paper Writing Teams, or equivalent collaboration products.
- Work with the Speakers and Awards Committee to provide advice on opportunities for members to present at conferences or workshops, or other opportunities to gain external recognition.

- Provide advice on how to write letters of recommendation (or similar) for other members.
- Provide advice for LSC working group leaders for management of group members.
- Provide advice for mentoring of students or postdocs.

TASK Op-7.2-B(i): CONTRIBUTE TO DEI BEST PRACTICES GUIDE

ACTIVITY Op-7.2-C: WORK WITH THE VIRGO AND KAGRA DEI GROUPS TO INTEGRATE TARGETS FOR ACTIVITIES.

This should include, but not be limited to, the selection of content for the DEI segments at collaboration meetings. The primary responsible groups for leading this effort are currently the LSC for the March LVK meetings, and Virgo for the September LVK meetings.

TASK Op-7.2-C(i): INTEGRATE DEI TARGETS FOR ACTIVITIES

Op-7.3 LIGO Academic Advisory Committee

The LSC Academic Advisory Committee (LAAC) is responsible for overseeing and documenting the Collaboration's activities in representing and protecting the interests of students and postdocs. This Committee has two elected co-chairs, and six elected non-chair members See §7.3.2 of the LSC Bylaws (M050172-v21). The members of the LIGO Directorate (LSC spokesperson, LIGO Laboratory Executive Director, LIGO Laboratory Deputy Director) are ex-officio members of the LAAC.

The involvement and responsibility of LAAC activities (see list below) can be divided into three groups of LSC members:

LAAC co-chairs: The co-chairs organize and lead biweekly telecons, report to the CSS division chair about progress on LAAC tasks and activities, take the lead and responsibility for all LAAC activities listed under Op-7.3-A and Op-7.3-B, and are members of the LVK meeting committee and as such are involved in planning of the LVK meetings.

LAAC members: LAAC members include the two co-chairs, two PhD representatives, two postdoc representatives and two senior members. The LAAC members participate in biweekly, and irregular additional, telecons and contribute to LAAC activities listed under Op-7.3-A and Op-7.3-B. One of the co-chairs or other LAAC members forms a liaison to the DEI committee.

Other LSC members: All LSC members are invited to join and support LAAC activities listed under Op-7.3-B.

ACTIVITY Op-7.3-A: ACTIVITIES THAT ARE CARRIED OUT BY ELECTED LAAC MEMBERS

TASK Op-7.3-A(i): CHAIR THE LAAC

TASK Op-7.3-A(ii): MANAGE THE MENTORING PROGRAM

(sort applications, connect mentors and mentees, maintain contact with the pair and collect feedback).

TASK Op-7.3-A(iii): ORGANIZE LVK MEETING ACTIVITIES

- Organize the online poster sessions at LVK meetings, and help organize in-person ones. Includes finding poster judges, announcing winners, organizing poster sparkler sessions.
- Arrange LAAC tutorials at LVK meetings.
- Arrange social events at LVK meetings.

TASK Op-7.3-A(iv): ORGANIZE AND PRODUCE THE LAAC CORNER MAGAZINE ARTICLES.

TASK Op-7.3-A(v): CORRESPOND AND COORDINATE WITH OTHER ECS GROUPS ACROSS GW FIELD (E.G. VECS, LECS).

ACTIVITY Op-7.3-B: ACTIVITIES THAT CAN BE CARRIED OUT BY ANY LSC MEMBER

- Maintain PhD thesis database entries.
- Update/maintain the LSC Beginners Guide.
- Maintain the LAAC-related resources on wiki/webpage.
- Produce LAAC tutorials at LVK meetings or online.
- Fill the wiki page with jobs postings.
- Write LAAC Corner articles.
- Mentor early career LSC members.
- Contribute to the organization and coordination of the mentoring program (sort applications, connect mentors and mentees).
- Contribute to the organization of social events at the LVK meetings.

TASK Op-7.3-B(i): NON-COMMITTEE-MEMBER CONTRIBUTIONS TO THE LAAC

Op-7.4 Meetings Committee

The Meetings Committee is responsible for organizing and coordination the collaboration's meetings. This Committee consists of chairs of local organising committees of recent meetings and has one LSC co-chair in addition to co-chairs representing other collaborations. See §7.4.2 of the LSC Bylaws (M050172-v21). For additional detail, see §7.4 of the LSC Policies and Procedures document (M1900139-v1).

ACTIVITY Op-7.4-A: ACTIVITIES THAT ARE CARRIED OUT BY MEETING COMMITTEE CO-CHAIR.

- Solicit hosts for future collaboration meetings.
- Coordinate with Virgo and KAGRA co-chairs to select date and hosts of future collaboration meetings.
- Liaise with collaboration spokespersons regarding future collaboration meeting organisation.
- Kick off organisation of collaboration meetings and, where relevant, contribute to organisation of the plenary agenda.
- Set up LVK meeting organisation website.

- Where necessary, coordinate with division or working group chairs and local organisers on room allocation.

TASK Op-7.4-A(i): CHAIR THE MEETING COMMITTEE

ACTIVITY Op-7.4-B: ACTIVITIES THAT ARE CARRIED OUT BY MEETING COMMITTEE MEMBERS.

- Contribute to organisation of future meetings by sharing their experiences.
- Contribute to the selection of future meeting hosts.

TASK Op-7.4-B(i): MEMBER OF THE MEETING COMMITTEE

ACTIVITY Op-7.4-C: ACTIVITIES THAT ARE CARRIED OUT BY LOCAL ORGANIZING COMMITTEE.

- Identify venue with suitable number of meeting rooms.
- Set up registration and manage payment of registration fees.
- Set up local meeting website with information on meeting venue and accommodation.
- Set up and support audio-visual equipment for local and remote participants.
- Ensure sufficient internet capacity to accommodate local and remote participant needs.
- Organise on-site catering for lunches.
- Organise meeting banquet.
- Where applicable, organise LSC Council meeting (lunch and/or dinner).
- Coordinate with relevant division or working group chairs on room allocations.
- Coordinate with LAAC chairs regarding the organisation of LAAC tutorials and poster session(s).

TASK Op-7.4-C(i): LOCAL ORGANIZATION OF COLLABORATION MEETINGS

Op-7.5 Elections and Membership Committee

The Election and Membership Committee organizes and oversees all elections processes, including setting dates for elections, soliciting nominations, carrying out the elections, and informing the collaboration of results. It also generates and maintains the LSC, LVC and LVK author lists. This Committee has two co-chairs and approximately six other members. See §7.5.2 of the LSC Bylaws (M050172-v21). For additional detail, see §7.5 of the LSC Policies and Procedures document (M1900139-v1).

ACTIVITY Op-7.5-A: ACTIVITIES THAT ARE CARRIED OUT BY ELECTIONS AND MEMBERSHIP COMMITTEE CO-CHAIRS.

TASK Op-7.5-A(i): COORDINATE ADMINISTRATION OF ELECTIONS

TASK Op-7.5-A(ii): MAINTAIN AND PUBLISH (TWICE YEARLY) THE LSC, LVC AND LVK AUTHOR LISTS

ACTIVITY Op-7.5-B: ACTIVITIES THAT ARE CARRIED OUT BY ELECTIONS AND MEMBERSHIP COMMITTEE MEMBERS.

- Administer elections of working group chairs and co-chairs
- Administer the election of the LSC Spokesperson (every other year)
- Formulate and propose modifications to LSC election procedures (as appropriate)

TASK Op-7.5-B(i): MEMBER (NOT CHAIR) OF THE ELECTIONS AND MEMBERSHIP COMMITTEE

Op-7.6 Speakers and Awards Committee

The Speakers and Awards Committee (SAC) is responsible for promoting LSC scientific accomplishments by actively cultivating opportunities for LSC members to present LSC results to the broader scientific community through invited talks at conferences and meetings. See §7.6.2 of the LSC Bylaws (M050172-v21). This Committee has one chair and six members, representing different LSC geographical and scientific areas. One of the members of this committee is also a member of the LSC Diversity, Equity and Inclusion Committee, to promote diversity in speakers representing the LSC.

In 2021-22, the SAC will work on the following:

ACTIVITY Op-7.6-A: ACTIVITIES THAT ARE CARRIED OUT BY SAC MEMBERS.

- maintain a list of requests and responses for invited speakers making presentations on behalf of the LSC, coordinating with Virgo and KAGRA collaborations;
- create and maintain a list of upcoming standing conferences related to gravitational wave astronomy;
- advertise to scientific organizing committees of standing conferences the availability of this committee to offer recommendations;
- create and maintain a list of LSC members who have delivered invited talks at past conferences;
- create and advertise periodically list of awards related to gravitational wave astronomy;
- work with with group PIs and working group leaders as well as the general LSC membership to create a list of potential speakers on behalf on the LSC.

The Committee will follow the policies and procedures document and update it as needed. For additional detail, see §7.6 of the LSC Policies and Procedures document (M1900139-v1).

TASK Op-7.6-A(i): CHAIR OF THE SPEAKERS AND AWARDS COMMITTEE

TASK Op-7.6-A(ii): MEMBER OF SPEAKERS AND AWARDS COMMITTEE

Op-7.7 Editorial Board

The LSC Editorial Board (part of a joint LVK Editorial Board) is responsible for maintaining adherence to the LSC Publications and Presentations policy. The EB has two co-chairs and six additional members. See §7.7 of the LSC Bylaws (M050172-v21). In broad strokes, the EB is responsible for

- Shepherding papers about LSC scientific results through the publication process, including circulation to the Collaboration, reviewing by assigned Editorial Board members for appropriate scientific scope and presentation quality, attaching the final author list, and approving submission of the paper to the journal and the archive.
- Managing the circulation and review of proposed technical publications and listing any required changes.
- Maintaining a full and complete list of all Collaboration Publications in any medium and making that list accessible to the Collaboration and to the general scientific community.
- Reviewing proposed presentations and listing any required changes.

The involvement and responsibility of EB activities (see list below) can be divided into three groups of LSC members:

EB co-chairs: The co-chairs ensure appropriate review of full-collaboration papers, short-author-list papers and presentations on behalf of the collaboration. These duties include assigning and participating in reviewing tasks.

Other EB members: Additional EB members serve as a reviewing “pool” for collaboration papers, typically supplemented by reviewers from Virgo and/or KAGRA and sometimes supplemented by “guest” reviewers from the LSC.

Other LSC members: Any LSC member may be asked to assist in reviewing of collaboration papers, short-author-list papers or presentations.

List of EB activities:

ACTIVITY Op-7.7-A: ACTIVITIES THAT ARE CARRIED OUT BY EB CO-CHAIRS

- Assigning reviewers to collaboration papers and ensuring review is carried out
- Assigning reviewers to short-author-list papers and ensuring review is carried out
- Assigning reviewers to presentations and ensuring review is carried out
- Resolving issues or disputes that arise during review
- Serving as reviewers of papers and presentations (sometimes reviewers of last resort)
- Arranging circulations of paper drafts to the collaboration
- Organizing full-collaboration presentations of collaboration paper drafts
- Maintaining documentation on publications and presentations policies and procedures (wiki and DCC documents)

TASK Op-7.7-A(i): CHAIR OF THE EDITORIAL BOARD

ACTIVITY Op-7.7-B: ACTIVITIES THAT ARE CARRIED OUT BY OTHER EB MEMBERS

- Serving as reviewers of collaboration papers
- Representing the EB at collaboration presentations of collaboration papers

TASK Op-7.7-B(i): MEMBER (NOT CHAIR) OF THE EDITORIAL BOARD

ACTIVITY Op-7.7-C: ACTIVITIES THAT CAN BE CARRIED OUT BY ANY LSC MEMBER

- Serving as assigned reviewers of full-collaboration papers (“guest reviewers”)
- Serving as assigned reviewers of short-author-list papers
- Serving as assigned reviewers of presentations
- Providing unsolicited comments on papers and presentations

TASK Op-7.7-C(i): NON-BOARD-MEMBER CONTRIBUTIONS TO THE EDITORIAL BOARD

Op-7.8 MOU Review Panel

The MoU Review Panel evaluates the contribution of each LSC Group to the LSC program and how it applies to details in the relevant white papers. This Panel has one chair and membership is appointed by the LSC Spokesperson. See §7.8.2 of the LSC Bylaws (M050172-v21).

ACTIVITY Op-7.8-A: MOU REVIEW PANEL ACTIVITIES

TASK Op-7.8-A(i): CHAIR OF THE MOU REVIEW PANEL

TASK Op-7.8-A(ii): MEMBER OF THE MOU REVIEW PANEL

Op-7.9 Standards and Conduct Committee

The Standards and Conduct Committee is responsible for advising the spokesperson, Council, and Collaboration about issues involving the LSC code of conduct. This Committee has one chair. See §7.9.2 of the LSC Bylaws (M050172-v21).

ACTIVITY Op-7.9-A: STANDARDS AND CONDUCT COMMITTEE ACTIVITIES

TASK Op-7.9-A(i): CHAIR OF THE STANDARDS AND CONDUCT COMMITTEE

TASK Op-7.9-A(ii): MEMBER OF THE STANDARDS AND CONDUCT COMMITTEE

8 Other Activities

ACTIVITY Op-8.0-A: REVIEW COMMITTEE CHAIRS

The LSC uses review committees as part of its process to ensure the highest quality instrumentation and science is produced. The work of review committees should general be captured as part of the activities of the Division in which the work is carried out. Review Committee Chairs play a special role.

TASK Op-8.0-A(i): CHAIR OF REVIEW COMMITTEE

ACTIVITY Op-8.0-B: AD-HOC COMMITTEES

The functioning of the LSC requires Ad-hoc Committees to be appointed to accomplish one-time tasks related to governance, policies, and proper running of the Collaboration. This Committees are generally appointed by the Spokesperson with one chair.

TASK Op-8.0-B(i): CHAIR OF AN AD-HOC COMMITTEE

TASK Op-8.0-B(ii): MEMBER OF AN AD-HOC COMMITTEE

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