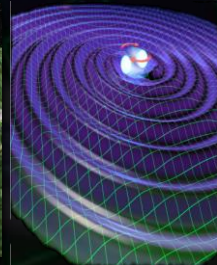


KAGRA Program Advisory Board Report

Guideline for 'Shift Works'

Masaki Ando (Univ. of Tokyo/NAOJ)



To Do by PAB

- Shift work part:

 - Have consistency with Uchiyama's file.

 - Shorten this part?

 - Explain only the actions to complete the guideline document?

- Schedule part:

 - ????

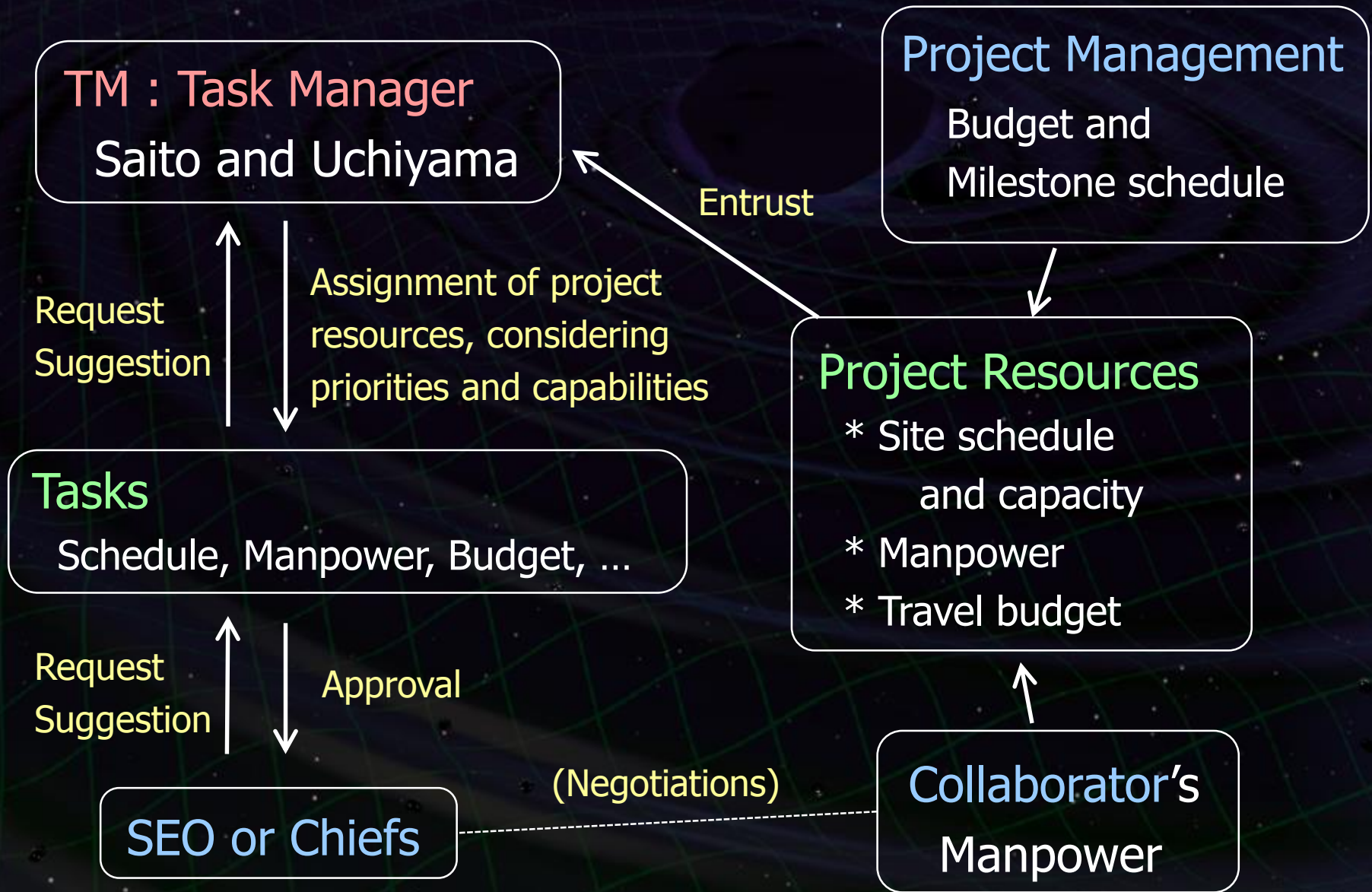
Shift Guideline

- Purpose : Defining a basic framework to **manage schedule and manpower in the KAGRA construction** so as ...
 - To encourage contributions by wide collaborators,
 - To assign limited resources (travel budget, on-site capacity, and manpower) efficiently,
 - To coordinate on-site schedule smoothly.
- Status :
 - Guideline approved and shift-works has begun.
 - A few was done → Status explained by T.Uchiyama.

Some Concepts

- This is a guideline, **not a strict law** covering all the possible cases → Living guideline being updated in time.
- Guideline is **to save time for everybody**, not to waste time.
- Keep flexibility, by giving authority to the task manager
→ Task manager should respect the concept of this guideline.

Overview



Guideline Document

KAGRA 建設シフトの方針 (draft)

2014.7.1 安東+齊藤, ←

2014.7.17 改訂 ←

多くの KAGRA 共同研究者が建設作業に効率的に貢献できる枠組みを作ることを目的とし、本方針を定める。建設作業を効率的に進捗させるためには、柔軟性を確保しておくことが重要である。そのための旅費・さらに作業に参加できるマンパ
ジュール調整に加えて、プロジェクトからサ
プロジェクト全体における優先度から判断する
管理・旅費補助・マンパワー配分についての

○ 方針案 ←

Guideline for KAGRA Construction Shift (Draft) ←

2014.7.18 SEO ←

The purpose of this guideline is to encourage wide contributions by the KAGRA collaborators, by setting a framework for effective construction of the KAGRA gravitational-wave antenna. It is important to keep flexibility in the construction schedule for effective use of resources (time, budget, and manpower). On the other hand, there are limitations in the capacity to accept manpower at the site, the travel cost supported from the project, and the manpower who can contribute to the construction. Therefore, construction schedule and manpower assignment should be managed by the project, considering the priorities. This guideline describes the basic management procedure. ←

(1) Task ←

- A task is defined by information of place, starting time, period, work explanations, person in charge, number of people, required travel fee. ←
- All the tasks at the Kamioka site should be assigned following to this guideline. ←

Tasks (1/2)

- A task is defined by information of **place, starting time, period, work explanations, person in charge, number of people, required travel fee.**
- All the **tasks at the Kamioka** site should be assigned following to this guideline.
- Even in the case of **off-site tasks**, if they require manpower or travel support from the project, they should be assigned following to this guideline. Off-site task, which has not possibility to interfere with the other tasks, is out of the scope of this guideline.

Tasks (2/2)

- Each manpower request included in a task is, if any assumed to be general works which can be done by most of graduate students. However, this guideline dose not exclude specialized requests.

Procedure


- Tasks are coordinated by a 'Task Manager' (TM, an authorized person by the project), considering the priority and capability.
 - PM: Saito and Scheduler: Uchiyama,
- TM accepts requests and suggestions from SEO and subsystem chiefs by a deadline announced by TM, and decides the basic schedule. TM will keep flexibilities for changes in time, period, and manpower, and make decisions considering the situation.
- In a busy period, TM can accept on-site manpower without clear definition of tasks, for general support for the construction tasks.

Travel, Accommodation, and Meals

- The shift members can use **accommodation at a dedicated house** at Kamioka, or **inns** around Kamioka area.
- The method to the site entrance will be told by TM.
- If requested, **pay lunch boxes** will be arranged.
- The person in charge of a task should be responsible to **the health and safety of the members**, with close cooperation with Kamiola GW Office.
- **Insurance for the members should be paid by the University or Institute they belong.**

Travel Support

- Domestic travel is basically supported by the project.
Mostly from newly approved JSPS TOKUSUI grant.
- The support cost is based on the rule decided by the project.
- Contributions with own travel expenses will be highly respected. Even in these cases, the schedule should be coordinated by TM.



End