

The Rubin Observatory Legacy Survey of Space and Time (LSST) Active Galactic Nuclei Science Collaboration (AGN SC) Charter

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The purpose of the Rubin Observatory Legacy Survey of Space and Time (LSST) AGN Science Collaboration (hereafter “the AGN SC”) is to provide a framework that will maximize the AGN science return of LSST. Specifically, the AGN SC seeks to identify work that needs to be done to support AGN science with LSST, makes sure that crucial tasks have clearly identified teams, and provides information on ongoing work to help minimize any unnecessary duplication of effort. This document describes the management structure of the LSST AGN SC, while LSST’s AGN-related science goals are spelled out in Chapter 10 of the Project Book, and the AGN SC has identified the efforts needed to ensure that those goals are met in a public “Roadmapping” document. More details about the AGN SC structure is provided in the Supplementary Material.

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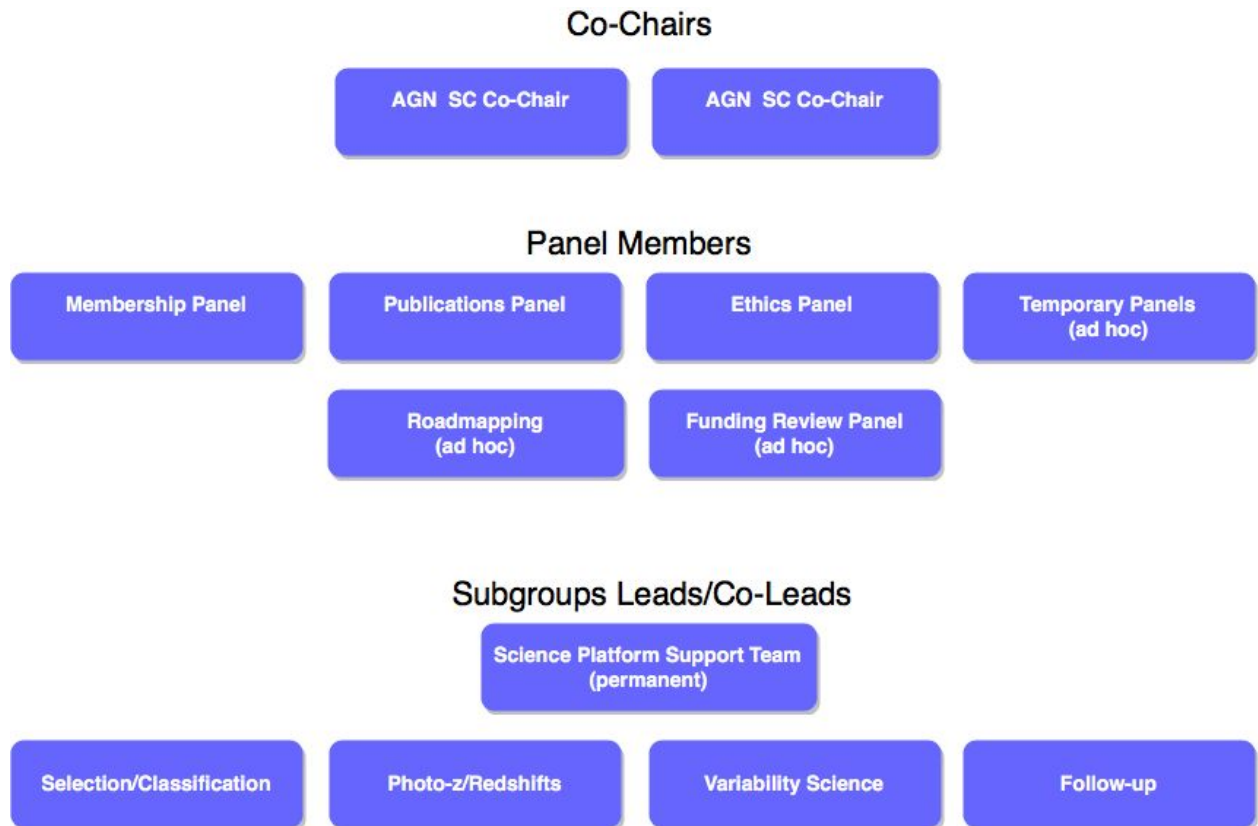
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LSST AGN SC Organizational Structure (May 2020)



Benefits of Membership

By obtaining membership, the applicant can acquire: access to ways to communicate with other AGN SC members (access to the LSSTC slack, the community.lsst.org private channels, and the dissemination mailing list); access to any available Collaboration resources including data products, software, and developing resources if they exist; the potential to interact and engage with other LSST Project members (starting with the Project-Collaboration liaisons). *Full members* (see below) have access to funding resources dedicated to the SCs (when available), support to apply for said resources, and *core members* (see below) further gain co-authorship rights on AGN SC publications.

Criteria for membership

Membership in the AGN SC, as in any other LSST Science Collaboration, is a privilege limited to the LSST data-rights holding community (see the [Supplementary Material](#) for the current definition)

To apply for membership to the AGN SC, individuals need to submit a statement about their expertise and their planned contribution over the next 3-5 years using the [application form](#). This application will be reviewed for feasibility by the AGN SC Membership Panel (see below), who may ask the applicant for revisions until they are satisfied. However, membership should generally be granted to most individuals that have LSST data rights, even if the planned contribution is minimal, as initial membership is at the rank of *Associate*.

Once the new member has obtained access to the AGN SC information channels, the new member will be in a position to decide on their level of contribution and dedication, and engage in activities that could contribute to their becoming a *Full* or *Core* member (see below for details of the rights and responsibilities associated with each membership level and paths to change membership level).

N.B. A condition for membership is the acknowledging and signing of the AGN SC Publication Policy and Code of Conduct. Applicants for temporary membership (e.g., undergrads) must indicate their advisor, who must be an AGN SC member and who additionally acknowledges the code of conduct and publication policy.

Membership Tiers

Recognizing that members have a range of commitments that may change over time, and that members may contribute at different levels during this time, the AGN SC recognizes three types of membership: *associate*, *full*, and *core* members.

Associate

Associate membership indicates a casual participation in the life of a subgroup or the AGN SC as a whole, and such members are encouraged to increase their involvement whenever they wish. *This is the default level of membership.*

Full

Full membership reflects an ongoing, active contribution to the activities of one or more of the subgroups with which the member is affiliated. *Full members are eligible to apply for any funding that may become available through the LSST Corporation to support activities of the AGN SC.*

Full membership can be achieved at the recommendation of the subgroup coordinators, to be accompanied by the [standard application template](#) with emphasis on “ongoing, active contributions”, and subject to the approval of the *membership panel* (see below).

The *membership panel* (see below) can also grant full membership to a member that is participating and contributing to the AGN SC overall through service activities to the AGN SC or the LSST Corporation (LSSTC; e.g., by virtue of membership on one of [LSSTC’s standing committees](#) [password required]), although that person may not qualify to be a “full member” of their subgroups based on the level of activity within the subgroups.

Core

The AGN SC *core* members are defined as AGN SC members who have made significant, extensive contributions to the AGN SC for at least two years. Core membership may be achieved via outstanding contributions (but is not exclusive to this) that benefit and enable AGN SC members and LSST in general, by serving as any of the following: a member in any of the AGN SC Panels, particularly the Science Platform Support Team (as described below), a subgroup Coordinator, a co-chair, or in another outstandingly active role.

Core members have the right to be co-authors on AGN SC publications, as defined in [the LSST AGN SC Publication Policy](#). The LSST AGN SC Publication Policy defines the rights of core members to be on AGN SC publications, as well as the rights of the paper core authors to appeal a core member’s participation.

Core member status is obtained through a process of nomination and confirmation. Any member may nominate any other eligible member to acquire core member status. Nominations for core member status can be submitted through [the core member nomination form](#) and must be accompanied by the [standard application template](#) with emphasis on “significant, extensive contributions over the past 2 years”. The AGN SC membership panel will review the nomination and either approve or deny this status.

If awarded, core membership shall be granted for a period of up to two years (as long as the member continues to hold LSST data rights) unless a specific request to remove core member status for an individual is submitted and upheld after review, and only as a result of violations of the code of conduct, publication policies, or abuses of the co-authorship privileges afforded by the status of AGN SC core membership. At the end of the two year period, core members will be asked to resubmit a core-membership application.

Both core and full members can serve on the AGN SC panels (see below) and vote in the elections of chairs and panel members. This restriction means that membership on such committees cannot be used to gain full/core membership. However, membership on [LSSTC committees](#) could.

Summary of Membership Tier Attributes

	Associate	Full	Core
Communications (access to mailing list and Community)	Yes	Yes	Yes
Funding (access to <i>LSSTC-related</i> funding)	No	Yes	Yes
Serve on Panels (may serve on standing panels as defined below)	No	Yes	Yes
Vote (ability to vote in elections for SC chairs and panel members)	No	Yes	Yes
Publications (right to be co-author on <i>AGN SC-based</i> publications)	No	No	Yes

Chairs role and responsibilities

The LSST AGN SC is governed by two *co-Chairs*. The co-Chairs are conveners and a conduit for communication: they communicate information from and to the LSST Project and Corporation, from and to the AGN subgroups via the *subgroup Coordinators*. They oversee the work of the AGN panels (see below) by making sure that the panels promptly address requests (but do not overrule panels' decisions), they review and have final decision on proposals to create new subgroups, and they organize and preside over regular teleconferences which should be attended mandatorily by the subgroup Coordinators, and by other members as they wish.

The co-Chairs are also responsible for addressing requests and complaints of members of the Collaboration if they wish to communicate them directly to the chairs, instead of going through their subgroup coordinator, and for maintaining the common-use infrastructure like GitHub and the Collaboration website.

Subgroups

The Collaboration is comprised of a number of subgroups, representing different topics of scientific interest. Upon applying to become an AGN SC member, each applicant has to choose a primary subgroup affiliation and one or more secondary subgroups. Members may propose to start new subgroups, as discussed below.

Subgroup leadership

Each subgroup is led by at least one and no more than two *subgroup coordinators*, chosen from among subgroup members, using an election (as described below) if necessary. Subgroups without a coordinator, or where all coordinators are associate members, shall be considered “inactive”.

The coordinators are the primary conduit of information between the Project and Corporation (through the Collaboration chairs) and the subgroup in both directions.

They should organize regular (online) meetings to

- 1) assure the subgroup members are actively working to advance the scope of the subgroup, conduct scientific investigations and preparatory work for LSST,
- 2) communicate news and information regarding the Project to subgroup members in a timely fashion, and answer or relay to the co-Chairs any questions that arise,

- 3) monitor membership, including reviewing *full* and *associate* member status,
- 4) approve the affiliation of new members within the subgroup (pending approval by the *membership panel*).

The cadence of the subgroup meetings, and the details of the media, are left to the subgroup leadership.

Each subgroup coordinator should regularly assess the level of membership of their primary and secondary members: “full” and “associate” members, reflecting respectively an on-going contribution to the subgroup activities, and a casual participation in the life of the subgroup. If a subgroup coordinator deems a membership level change to be appropriate, both the member and the membership panel shall be notified promptly by the subgroup coordinator(s). Promotion to full membership from associate membership requires approval of the membership panel by an updated [application](#). Coordinators are encouraged to contact in advance all members who may transition from full to associate membership in the near future, and to discuss their level of membership with them. The membership panel (see below) shall adjudicate any disputes over changes in membership status.

Current Subgroups

The current list of subgroups will be maintained in the [Supplementary Material](#).

Proposing a New Subgroup

New subgroups, as well as the merging of existing subgroups, should be proposed through [this form](#). A new subgroup can be proposed if:

- 1) The science scope that this subgroup would cover is not covered by any of the other subgroups,
and either
- 2) A minimum of 4 members, including 1 full and/or core member of the AGN SC are identified that have expertise and interests that are appropriate for the new subgroup, and that have confirmed they want to be affiliated with the new subgroup,
or
- 3) A minimum of 4 associate members may propose to start a new subgroup if the proposed subgroup coordinator applies to the membership committee for full membership (and is approved) within 1 year. Otherwise the subgroup becomes inactive.

The Collaboration co-Chairs shall review these proposals and decide whether the new subgroup can be formed. In the case of merging of subgroups, the chairs should discuss the proposal with the members and coordinators of both subgroups and listen to objections before making a final decision.

Science Platform Support Team

A *permanent* subgroup will be the AGN SC's Science Platform Support Team. Members of the AGN SC that are knowledgeable and willing to assist other AGN SC members on using components of the LSST Science Platform (including but not limited to MAF, OpSim, CatSim, PhoSim, Science Pipelines, and Science Platform) can serve on the AGN SC's Science Platform Support Team. In this role they should make themselves available to all AGN SC members to answer questions about the use of these pieces of software. By serving on the team (for at least a year) AGN SC members can acquire full member status (subject to membership panel review of their contribution and approval). Applications to join the team should be submitted by direct communication with the AGN co-Chairs.

Panels

Three *permanent* panels shall support the work of the Collaboration as follows:

- A membership panel,
- A publication panel, and
- An ethics panel.

The **Membership Panel**

reviews new membership applications and status changes from associate to full or full to associate member (all new members have an initial status of associate) as communicated to the panel by the subgroup coordinators or the chairs. New applications should be approved by both the membership panel and by the coordinator(s) of the primary subgroup chosen by the applicant in a timely manner. Secondary affiliations need only to be approved by the respective subgroup coordinator(s). When full/core member nominations are received, the membership panel will review these nominations within a month and issue a decision. The timeline for these reviews is defined in the [Supplementary Material](#).

The Publication Panel

reviews AGN SC publications to assure 1) that they comply to the [AGN SC Publication Policy](#), and 2) that they are quality publications. The Publication Panel further reviews appeals stemming from denied publication co-authorship requests. The timeline for these reviews is defined in the [Publication Policy](#) document

The Ethics Panel

described in the [AGN SC Code of Conduct](#), is responsible for listening to concerns and complaints about violations of the Code of Conduct while maintaining confidentiality. This panel is comprised of at least 2 AGN SC members at all times. The Ethics Panel is elected by all AGN SC full members and it rotates every two years, with a one-year offset between the two panel members. The AGN SC co-chairs shall identify candidates for the ethics panel such that the panel is either gender diverse and/or spans a diverse range of seniority levels -- to assure that all members of the collaboration can be comfortable reporting their concerns.

The membership and publication panels should have at least 3 members, chosen through a full-members-wide election. Details on the elections follow below. The co-chairs serve ex-officio on the membership panel. Only full and core members of the Collaboration qualify to serve on the AGN SC panels.

Grant Review Panel

Should the AGN SC obtain common funding to support internal funding applications for AGN SC activities, the co-chairs will convene an *ad hoc* review panel consisting of 1) the co-chairs, 2) the members of the standing panels (membership, publications, and ethics), and 3) the subgroup (co-)coordinators.

Roadmapping

One of the most important efforts of the AGN SC is to engage in roadmapping efforts to ensure that the AGN science can be maximally realized in LSST. Initial roadmapping efforts are described in a [public document](#). On a yearly basis the co-chairs shall charge a coordinator whose job will be to organize the subgroup coordinators for review (and possible [re]publication) of the AGN SC roadmap.

Other Temporary Panels

The co-Chairs may opt to convene topical temporary panels should the need arise. Panel membership is determined by election (see below). Temporary panels need to

be time limited and their ongoing requirement will be reviewed every 6 months. The co-Chairs or the majority of the temporary panel members can dissolve a temporary panel.

Elections

Full and core members have the right to be candidates for elections (by nomination or self-nomination) and vote in all AGN SC election including:

- 1) The election of co-Chairs (as needed),
- 2) The election of members for the Membership Panel (every year),
- 3) The election of members for the Publication Panel (every year),
- 4) The election of members for the Ethics Panel (every year),

Hereafter, the terms “yearly cycle” and “annual” should be understood as the calendar year. All panel members can serve no more than three consecutive terms in a given position.

Please, make sure you read the [Supplementary Material](#).