# General

Plan on a transition year during which current services will be maintained while the new structure will be put in place.

Detailed contracts need to be negotiated with NSF and the Fiscal Entity. This will entail developing a chain of responsibility and reporting that satisfies NSF requirements and LTER IM needs.

# Introduction

The outlined division between decision making (Governance Committee), financial responsibilities (Fiscal Entity), and execution (Project Manager) is designed to maximize transparency, optimize return from expenditure, streamline the process of information management, and provide the best support for science possible within budget constraints. The idea is to achieve the most agility in terms of responding to identified needs as possible and be able to evolve according to technology changes and directions the IMC determines to take. A delicate balance will have to be worked out between agility, evolution and retaining dedicated people who are willing to work in the academic environment but may provide only certain skills .

# 1. Governance Committee

## Requirements

* Rotating chair
* Rotating membership
* # of members? 7?
* Reps from Fiscal Entity, EB, LTER external, ?PI of coop-ag (non-voting?)
* compensated
* transparency

## Tasks/Responsibilities

* Develop by-laws and procedures based on current terms of reference
  + decisions by consensus with occasional votes (see IMC ToR sample language)
  + develop procedures to make decisions transparent and ensure input from all IMs
* Overall direction
  + clearly define goals of data center
    - whom will it serve (LTER only, single investigators outside LTER, etc.)
  + what services will be provided determines the framework below
* Manage overall finances
* Determine frameworks to use for (with)
  + IT infrastructure
  + Software to be supported
  + Architecture (web services, databases, etc.)
  + Workflows, approaches
* Receive proposals for specific projects, set priorities within framework of infrastructure, software, workflows, and budget
  + E.g., from a scientist to develop technology or a data product to support a synthesis project
  + E.g., from an IM to support a certain software package
    - developed at a site - provide programmer time to bring to production stage, maintain code, upgrade, provide user support
    - commercial - buy license or provide on central server
* Communicate with IMC, EB, LTER CO, NSF, fiscal entity
* Set training priorities within framework
* IM meeting planning and facilitation

# 2. Fiscal Entity

## Requirements

* Set up to engage in cooperative agreement with NSF
* Independent from LTER sites
* No technology mission
* Low overhead

**Tasks/Responsibilities**

* Enter into cooperative agreement with NSF
* Hire personnel
* Reimburse LTER IMs for time spent on network projects
* Handle subcontracts with universities
* Handle funds for IT infrastructure
* Handle travel funds

# 3. Project Manager

## Requirements

* Technology - ability to estimate costs and likely technical issues (IT Project Management)
  + far beyond the classic definition of IT Project Manager
* Personnel - manage personnel - hiring, evaluation
* Fiscal - formulate and manage budgets
* Writing - ability to write compelling proposals and accurate reports
* Communication - strong ability to get responses from project participants
  + With IMs and Governance Committee
* Scientifically literate and able to work with scientists
  + able to work with LTER culture
* Ideally someone who had been a site IM

**Tasks/Responsibilities**

* Make sure the bills get paid (interface with financial entity)
  + administer sub-contracts
  + contract workers
  + technology support (computers etc.)
* Manage other project personnel (e.g., programmers, system admins)
  + hiring, evaluation, promotion, termination
* Implement and track progress on the tasks identified by the  
  governance board
* Provide periodic updates on status of different projects
* Take actions to assure that projects are proceeding as desired
  + Keep projects at desired scope
* Manage annual IM meeting logistics
* Manage logistics for working groups and specialized meetings
* Organize or facilitate training activities
* Adheres to data management best practices

# LTER EB and Scientists

**Role/Responsibilities**

* Provide science drivers for IM goals
* Collaborate with IMC in synthesis projects
* Advise governance committee

# Other Tasks not covered by any group above

# IT infrastructure

## Requirements

* currently:
  + 0.5 TB for infrastructure
  + 18 TB data storage including all remote sensing images

# 

# Software provided by LTER DDMS

## Technology:

java

Mark S to help!

# Example Services for a LTER DDMS (budget-dependent)

## Services:

NIS central services

PASTA

data catalog

DataONE member node

GeoNIS

climDB

unit Registry

controlled Vocabulary

ecotrends

NIS <-> LTER (CO/Site) interfaces and services

web services (may need to include collaboration with LTER CO to include other databases as well)

personnelDB, bibliography (this may be at the LTER CO)

science support

develop data products upon request and based on priority

develop technology as needed upon request and based on priority

LTER Site local interfaces and services

maintain and/or host DEIMS for individual sites

matlab toolbox assistance

LTER Network or Site <-> Partner (non-LTER) interfaces and services

cross referencing collections to other domain repositories (eg, arctic-repo, bco-dmo, streamchemDB)

collaboration with external groups