

Roles of Berkeley PDG Members in the Process

	Barnett	Beringer	Dahl	Groom	Lin	Yao	Wohl	Zyla
PDG leader	X							
Editor								X
Literature search							X	
Encoder/overseer/coordinator	X	X		X	X	X	X	
Review author/coordinator/editor	X	X		X	X	X	X	X
Maintenance of programs, TeX, database, etc			X					
PI tasks	X	X						
Computing upgrade		X	X					X

See handouts for detailed roles of individual Berkeley PDG members

- **Lead both international PDG Collaboration and Berkeley PDG group**
- **Overall quality control**
- **Schedule**
- **Budget / Funding / Reviews**
- **Relations with CERN, Japan, Russia, SLAC**
- **Interaction with publishers**
- **Large number of other administrative tasks**

- Involved in almost every aspect of RPP production
- Very large number of different tasks
 - Many of them can only be done by editor

<p>*** Major RPP production tasks</p> <p>- Literature search;</p> <ul style="list-style-type: none"> + Arrange with literature searchers new literature search; + Input literature search into database; + Assign papers if multiple encoders per particle; Allow a customized choice for one of the B-meson encoders; + Create lists for encoders and overseers; + Post new literature assignments on web; + Verify all links point to papers in SPIRES or are available on journal online pages; + Notify SPIRES about RPP papers not in their database; <p>- Encodings:</p> <ul style="list-style-type: none"> + Encode reference details; + Prepare instructions for encoding: replace TEX and references with PDG macros, etc.; + Add new particle, decay mode, and/or new node if needed; + Encode measurement, comment, footnote; + Create new fits, add nodes to existing fits if needed; + Perform fits, averages, create ideograms etc.; + View encoding in the printed form; + Adjust column sizes, if needed; + Create new particle listing; + Post new listing for checking; + Inform encoders/overseer the listing ready for checking; + Iterate corrections and adjustments; + Periodically create and post Summary Tables and Conservation Laws; + Rearrange/update existing measurements; <p>- Verifications;</p> <ul style="list-style-type: none"> + Prepare verifications per paper; + Prepare verifications per experiment; + Convert to pdf; + Create verifications web pages; + Post and check; + Email requests for verifiers; + Update encodings if changes/corrections suggested by verifiers; 	<p>- Reviews;</p> <ul style="list-style-type: none"> + Adapt all reviews to local plain TEX processing + Create individual tar archives; + Post the archives for download; + Process modified/new reviews and post for refereeing; + Convert new/revised reviews from LaTeX, MS-World, RevTEX, etc. to RPP TEXsis; + Iterate corrections and modifications; <p>- Monitoring progress;</p> <ul style="list-style-type: none"> + Establishing status of papers for encodings; + Communicating outstanding papers to overseers; + Checking status of reviews; <p>- Book production:</p> <ul style="list-style-type: none"> + Perform final: fits; averages; momenta calculation (pdecay program); other calculations, e.g. decay times (fincom program); create ideograms; + Prepare: history plots; abstract; authors list; consultants list and other parts of introduction; highlights of the edition; illustrative key; list of abbreviations (abbrev program); summary tables for each section: bosons, leptons, etc.; tabular summary of mesons and baryons; tests of conservation laws (conlaw program); individual reviews; listings with ideograms and data driven reviews; contents: main and per section; compose index; setup color figures section; + Pagination (manual formatting); + Quality control; + Posting of materials for the publisher; + Communications with the publisher; + Mailing lists; 	<p>- Web edition of RPP;</p> <ul style="list-style-type: none"> + Prepare in the web form: history plots; abstract; authors list; consultants list and other parts of introduction; highlights of the edition; summary tables for each section: bosons, leptons, etc.; tabular summary of mesons and baryons; tests of conservation laws; individual reviews; listings with ideograms; + Create the particles and reviews/contents pages; + Prepare list of figures in reviews for download; + Quality control; <p>- Booklet production;</p> <ul style="list-style-type: none"> + Reviews; adopt all reviews to local plain TEX processing in the booklet format; create individual tar archives; post the archives for download; iterate corrections and modifications; + Prepare in the booklet form: authors list; summary tables for each section: bosons, leptons, etc.; tests of conservation laws; individual reviews; inside/outside front and back covers; + Quality control; + Posting of materials for the publisher; + Communications with the publisher; + Mailing lists; <p>- Post production tasks:</p> <ul style="list-style-type: none"> + Tag entries as published; + Archive fit average values and units; + Tag/archive production environment, database, source files; + Revert checked to not-checked/publication flags; 	<p>- Errata;</p> <p>For listings or summary tables:</p> <ul style="list-style-type: none"> + Check where the entry is listed in the listings, summary tables in RPP book, booklet, and web posted files; + Identify the main database entry to be modified; + Establish if the entry propagates onto other values; + Correct entry in the production and pdgLive databases <p>+ Prepare corrected files for posting;</p> <ul style="list-style-type: none"> + Replace the affected files; + Add an entry to errata file; <p>For a review</p> <ul style="list-style-type: none"> + Check where the entry appears in RPP book, booklet, and web posted files; + Correct the source files and create corrected review; + Replace the affected files; + Add an entry to errata file;
<p>*** Other computing tasks</p>			
<ul style="list-style-type: none"> - Coordinate PDG mirror updates / setup; - Create RPP statistics; - Address users questions and comments directed to PDG; - RPP ordering system maintenance; - Preparing self-contained local versions of RPP web edition for different platforms; - Improving RPP production environment structure; - Developing utilities and new program features to improve quality of RPP and efficiency of operation; - Configuration / maintenance / monitoring of backups and archives; - Maintain authors list 			

- **Scan published / online journals for articles relevant to RPP**
- **Assign each article to a potential section**
- **Literature search performed several times per year**

See discussions in previous talk

- **Auxiliary programs**
- **TeX, TeXsis**
- **Web pages**
- **Database extensions**
- **Documentation of new features**

- **Activities related to different grants**
- **Proposals**
- **Annual reports**
- **Budgets**
- **Presentations**

Computing Upgrade

- **Definition of requirements**
- **Collaborate on design and testing**
- **Deployment of new system**
- **Tutorials**

Conclusions

- **Each member of the group has a very large and diverse workload (for 0.5 FTE or less)**
- **Retirees have major responsibilities**
- **A number of vital tasks rest on the shoulders of a single person – the editor**