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| **On-going and Incomplete Actions – still to be fully implemented**  **Require biennial consideration** | | | | **Status**  **8 April 2019** |
| **No.** | **Responsible** | **Reason** | **Action** |  |
| 1  (3) | IAEA-NDS | Maintain up-to-date information on the network. | Review, modify and correct contents of IAEA report INDC(NDS)-421.  **Continuous**  **Original update planned by mid/late 2015** | **On-going**: Dimitriou has modified and updated IAEA report INDC(NDS)-421 to issue as IAEA report INDC(NDS)-0700.  **Dimitriou to finalise for release by June 2019**  **Revise with Libby and make available online for everyone.** |
| 2  (8)  +  (25)  + [new] | ANU  NNDC-BNL | Quantification of Auger electrons and X-rays.  Data in agreed format within ENSDF | Develop analysis codes to generate detailed/suitable format for Auger-electron and X-ray data.  Implement new format – see Subsection 4.2. of IAEA report INDC(NDS)-0733. | ENSDF format for atomic data has been agreed, and now requires implementation – **three linked actions carried forward together.**  **Remains in progress**  **Code is finalized-will be presented on Wednesday-need to agree on uncertainty propagation** |  |  |
| 3  (17) + (36) + [new] | ORNL  (Martin) | Policy implementation: check and modify *Guidelines for Evaluators*. | Implement in *Guidelines for Evaluators*:   * unique gamma transitions should be assigned intensities of 100 (see Kuwait network meeting, IAEA report INDC(NDS)-0635, 2013, Action 65); * rewrite text associated with consideration of high-spin Jπ values as proposed by original authors (guidelines incorrectly written compared with policies); * neutron-rich ground states - policy concerning half-life limits and use of “?” in decay modes; * inclusion of beta-delayed neutron emission branch in β– decay datasets (see IAEA report INDC(NDS)-0733, Subsection 4.1.) | Various agreed additions as well as modifications to *Guidelines for Evaluators.*  **Action now transferred to ORNL: ensure *Guidelines for Evaluators* agree with NDS policies** (implementation of changes in guidelines (Murray Martin))  Balraj will check the ORNL Guidelines to see if these items have been implemented. If not, they will be added in an Addendum as a separate document. |

First column: number in brackets is the action number from the previous NSDD network meeting (see IAEA report INDC(NDS)-0733)

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| 4  (20) | McMaster | Keep ENSDF up-to-date. | Incorporate delayed-neutron T1/2, Pn, B(E2) and quadrupole moments into ENSDF files | Moments are fairly straightforward. Mass chain evaluators should consult with horizontal evaluators concerning other parameters.  **~~Requires further thought and discussion~~**  **Impractical – evaluators should take care of these values themselves but should consult the horizontal evaluations. Continuing action** |
| 5  (21) | NNDC-BNL | Policy implementation | Run GABS on ENSDF file | Action is pending implementation of Adopted Decay Datasets, in which absolute photon intensity would be given. GABS has undergone extensive modification (Kibedi)  **Action still pending** until GABS has been fully finalised  **GABS assignment of uncertainties needs to be looked into - more on Tuesday (Filip) and Wednesday (Tibor)**  **Action on evaluators: run GABS and check the results, provide feedback** |
| 6  (22) | NNDC-BNL | Maintain/update ENSDF | Adoption of AME2016 data: ENSDF to be updated by placing 2016 Q values on Q record, with previous Q values on document record | Not yet undertaken –  still intend to implement  **Action continues**  **AME2020 masses have been implemented in files by NNDC – evaluators need to check with their evaluations – folder with new files will be shared by NNDC** |
| 7  (23) | NNDC-BNL and all network participants | Proposed journal publication | Proposed preparation of a comprehensive ENSDF paper – participants to consider proposal, and provide suggestions for additions and changes | Insufficient availability of staff  **Action continues** |
| 8  (26)  + [new] | NNDC-BNL,  also LNHB | Gamma, electron and neutron continuum spectra – policy implementation | Consider form of such spectral data in ENSDF, and submit proposal complete with tested examples – also which and how much data to display | Requires further discussion  and development  **Adjusted Action continues in conjunction with additional wording (new Action)?** |
| 9  (27) | NNDC-BNL | Adopted decay data - policy implementation | Provide template for the presentation of Adopted decay datasets within ENSDF, including development of policies and procedures for creating such datasets. | Still plan to complete  **Action continues (could be done for limit cases relevant for applications) – needs further discussion – could form a group to prepare proposals on an adopted decay data set for the next NSDD meeting** |
| 10  (38) | NNDC-BNL | ENSDF processing | High-spin data: evaluators are known to add A2, A4, DCO and POL to 2G records. NNDC-BNL to provide a definitive list of quantities that can be included in the 2G record. | List provided by Zerkin (IAEA-NDS) shows close to 400 entries in 2G records – still need to assess and define suitable policy for 2G records.  Collaborative action led by NNDC  **Action still stands**  **Work in progress** |
| 11  (42) | ANU | Data processing | Prepare UNCTools package for dissemination, and send to NNDC-BNL/IAEA-NDS. | **On-going**  **More on Wednesday (Tibor)** |

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| **NEW ACTIONS, 8-12 April 2019** | | | |
| **No.** | **Responsible** | **Reason** | **Action** |
| 12 | NNDC-BNL | Guidelines for reviewers of ENSDF evaluations | Develop guidelines for reviewers that encompass main items to consider when reviewing an ENSDF evaluation.  Done-list provided on Evaluator’s corner – work document for evaluators feedback |
| 13 | NNDC-BNL | List of data centres | Ensure that this particular list is maintained electronically on the ENSDF web page, and explore possibility of putting a link to the webpage in the journal, contingent upon securing DOI (or similar permanent address).  DOI for ENSDF Data Centres – look into it or ensure permanent address?? |
| 14 | IAEA-NDS, NNDC-BNL | ENSDF reference(s) | LiveChart and NuDat to display prominently the individual *Nucl. Data Sheets* references containing the evaluated data. (NSR keynumber)?  Done – LiveChart, NuDat |
| 15 | TUNL | Calculation of Coulomb excitation by GOSIA code | Formulate questions and discuss with known experts.  Addendum to Guidelines: what to do with BE2 from GOSIA code – action on Libby to coordinate effort to produce guidelines |
| 16 | IAEA-NDS (Capote) | Data uncertainties, and the problem of systematic uncertainties | Systematic uncertainties cannot be averaged - issues in defining the overall uncertainty of a group of numbers with existing quoted overall uncertainties. IAEA-NDS (*et al.* through NDS (Capote)) to provide guidelines for defining average data and associated uncertainties.  Continuous |
| 17 | NNDC-BNL, MSU | Auger-electron and X-ray decay data | Provide a proposed ordering of atomic and nuclear decay data for a PDF listing.  Done with Tibor and A. Nichols – in Java-NDS |
| 18 | All network participants | Reviewers for ENSDF evaluations | Provide names of potentially willing reviewers of mass chain evaluations (retirees, etc.) to undertake such studies.  Continuous!!! |
| 19 | MTA-Atomki | Uncertainty assignments of gamma-ray energies as related to gamma-ray intensities [**Sec. note:** draft – see Subsection 7.2.] | Provide draft recommendations for assignment of gamma-ray uncertainties (and hence level energies) as a function of gamma-ray intensities when authors do not discuss their uncertainties.  Postponed to 24th NSDD |
| 20 | IAEA-NDS | IAEA-ICTP NSDD workshops | Continue to organise and implement educationally driven IAEA-ICTP workshops (outreach) with ICTP, Trieste, Italy. These workshops to be one or two weeks duration, depending on aims and content - to discuss further and formulate full programme.  Continuous |

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| 21 | IAEA-NDS, NNDC-BNL | IAEA-based and more intense ENSDF evaluation workshops | Organise ENSDF training course at more irregular intervals for positively committed NEW ENSDF evaluators (based at IAEA Headquarters) – such a workshop to be attended by deliberately limited numbers to achieve desired level of training.  Continuous |
| 22 | IAEA-NDS | ENSDF evaluations | Organise an advanced workshop in 2020/2021 for existing NSDD/ENSDF evaluators if NEW ENSDF evaluators training course outlined immediately above cannot be realised over a reasonable timescale.  Continuous |
| 23 | IAEA-NDS | ENSDF codes | Organise technical meeting on Codes and Code Developments at IAEA Headquarters in 2020 for existing code developers.  Continuous |
| 24 | ANU,  NNDC-BNL, McMaster University | Data uncertainties – quoted significant figures and handling thereof | Discuss and declare the form of significant figures to adopt in the ENSDF codes for data uncertainties, and also consider in a similar manner an acceptable means of reporting recommended uncertainties.  Needs further discussion – separate codes from evaluators calculations |
| 25 | Sukhjeet Singh, McMaster University, NNDC-BNL  All evaluators | r0 table, Alpha\_RadD | Assess need for changes (such as asymmetric uncertainties), implement (if necessary), and feed modified data and code to IAEA-NDS for distribution to all evaluators.  Check the data, test the code, and feed all comments (including full approval) to original author(s), NNDC-BNL and IAEA-NDS.  No comments so far – asymmetric unc. not implemented yet  Jun Chen to take care of it – in new Java code |
| 26 | ENSDF evaluators | J-GAMUT code | Test J-GAMUT, and provide feedback to Balraj Singh.  No feedback provided - some evaluators use it but requires major changes |
| 27 | ANU | GABS | Consider modifying GABS to allow two different calculational routes for *%Iγ* (and *NR*) as specified and proposed in Subsection 7.6. by Nica.  [**Sec. note**: Action completed, May 2019]  More discussions on Wednesday |
| 28 | MSU  IAEA-NDS  ENSDF evaluators | ConsistencyCheck, CheckKeynumber and JAVA-Ruler codes | As a consequence of meeting exchanges, extend ConsistencyCheck code as suggested (e.g., request to define band structure of levels).  See also Subsections 6.4. and 7.7.  IAEA-NDS to make JAVA-Ruler, CheckKeynumber and extended ConsistencyCheck codes available for testing/use on NDS website.  Test JAVA-Ruler, CheckKeynumber and ConsistencyCheck codes, and provide feedback to Jun Chen.  More on Wednesday |
| 29 | LNHB  All evaluators | Betashape code and logft calculations | Planned release of Betashape by Mougeot in June 2019.  Assess and feedback comments to Mougeot (LNHB) by October 2019.  Versions released in 2019, 2021 and new version in talk on Wednesday |
| 30 | LBNL,  IAEA-NDS | Policy implementation | Compile list of policies adopted at previous NSDD meetings (going as far back as 2000).  More on Tuesday |
| 31 | ANU | BrIcc code | Modify code so as to insert total ICC in the gamma-record or SG record, and the asymmetric total ICC uncertainties in the 2G record.  More on Wednesday |

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| **COMPLETED AND WITHDRAWN ACTIONS, 8 April 2019** | | | |
| **No.** | **Responsible** | **Reason** | **Action** |
| (1) | ENSDF coordinator, NNDC-BNL  All network participants | Keeping ENSDF up-to-date. | Maintain a list of horizontal evaluations in separate repository accessible to evaluators.  Keep NNDC informed about horizontal evaluations.  **Continuous**  **DELETED - MOVED INTO TABLE OF ENSDF-RELATED PROCEDURES AS PART OF ITEM 20** |
| (2) | NNDC-BNL | ENSDF analysis and checking codes need to remain up-to-date with respect to formats, physics requirements, and needs of the community. | Update codes for approved changes. **Continuous**  **DELETED - MOVED INTO TABLE OF ENSDF-RELATED PROCEDURES AS PART OF ITEM 22** |
| (4) | NNDC-BNL | Facilitate evaluators’ work. | Analyse Nica proposal to modify PANDORA.  Undertaken by Jun Chen (MSU) **COMPLETED** |
| (5) | NSR manager | Generation of key numbers. | Keyword requirements for evaluators should be optional; such keywords should be encouraged as they constitute valuable information.  **Continuous**  **DELETED - MOVED INTO TABLE OF ENSDF-RELATED PROCEDURES AS ITEM 30** |
| (6) | NNDC-BNL  All evaluators | Obscure references. | Investigate means to access electronic copies of secondary references that are difficult to track down and acquire. **Continuous**  **DELETED - MOVED INTO TABLE OF ENSDF-RELATED PROCEDURES AS ITEM 29** |
| (7) | LBNL | ENSDF into XML. | Work with LLNL on proposed format, liaise with IAEA and report to network.  XML schema: work completed - paper prepared by Hurst.  See also MyEnsdf. **COMPLETED** |

First column: number in brackets is the action number from the previous NSDD network meeting (see IAEA report INDC(NDS)-0733)

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| (9) | IAEA-NDS | Maintain links with horizontal evaluations | Invite representatives of atomic mass and other horizontal evaluations to the next meeting. **Continuous**  **COMPLETED: DELETED/MOVED INTO TABLE OF ENSDF-RELATED PROCEDURES AS ITEM 31** |
| (10) | IAEA-NDS | Training of evaluators | Explore need for additional training workshops.  **Continuous**  **COMPLETED** (see also New Actions 20, 21 and 22 for proposed future workshops) |
| (11) | IAEA-NDS/  NNDC-BNL | Information relevant to all ENSDF network members. | Regularly update network website - ensure all relevant talks are made available on website. **Continuous**  **COMPLETED:**  **DELETED - MOVED INTO TABLE OF ENSDF-RELATED PROCEDURES AS ITEM 27** |
| (12) | NNDC-BNL | Maintain up-to-date information on network. | Update website with new group responsibilities. **Continuous**  **COMPLETED**  **DELETED - MOVED INTO TABLE OF ENSDF-RELATED PROCEDURES AS ITEM 26** |
| (13) | ANL, NNDC-BNL, IAEA-NDS | Maintain and update codes. | Assess status of analysis codes and determine priorities as to which codes should be re-written or corrected.  **Continuous**  **DELETED - MOVED INTO TABLE OF ENSDF-RELATED PROCEDURES AS PART OF ITEM 22** |
| (14) | McMaster, ANL, NNDC-BNL | Policy clarification. | Revisit Rule 37.  **ASSESSED/DELETED** |
| (15) | LBNL | Incorporation of additional data into ENSDF. | Suggest way of introducing parent-daughter isomeric feeding into ENSDF decay data. **ASSESSED/DELETED** |
| (16) | Martin | Modify *Guidelines for Evaluators*. | List spins in order of preference.  Leads to incorrect interpretations - not favoured by Murray Martin. **DELETED** |

First column: number in brackets is the action number from the previous NSDD network meeting (see IAEA report INDC(NDS)-0733)

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| (18) | All network participants | Maintain and update codes.  Action modified substantially to achieve improved definition | Report bugs in codes and request enhancements to NNDC-BNL and code developers by email. **Continuous**  **DELETED - MOVED INTO TABLE OF ENSDF-RELATED PROCEDURES AS PART OF ITEM 22** |
| (19) | IAEA-NDS/ NNDC-BNL | Dissemination of codes. | Coordinate the distribution of ENSDF codes on both web sites.  **Completed/Continuous** NNDC/IAEA-NDS to ensure that descriptions of all codes are properly documented within a comprehensive manual.  **DELETED - MOVED INTO TABLE OF ENSDF-RELATED PROCEDURES AS ITEM 28** |
| (24) | NNDC-BNL | Provide user community with citation guidelines | Incorporate in NNDC website citation guidelines for referencing ENSDF. See INDC(NDS)-0733, Subsection 2.5.2. for detailed description.  **COMPLETED** – see Resources section, as cited in *Guidelines for Evaluators.* |
| (28) | Experimental Activities Subcommittee | Dissemination of information - experimental activities website | Create website of high-priority nuclear structure and decay data measurements for information and guidance, based on recent mass chain and/or individual nuclide evaluations. See IAEA report INDC(NDS)-0733, Subsection 4.3. for detailed description, and also presentation by Negret (IFIN-HH) at April 2019 meeting. **COMPLETED** |
| (29) | ENSDF evaluators | Short description of each completed evaluation – dissemination of technical information | Describe problems/inadequacies in their mass chain evaluations, and recommend work to be done. Strongly related to Action (28) above.  Little evidence that suitable descriptions are being written by evaluators – feed back to Action (28). Superseded by previous action  **WITHDRAWN** |

First column: number in brackets is the action number from the previous NSDD network meeting (see IAEA report INDC(NDS)-0733)

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| (30) | Policies and Procedures Subcommittee; implemented by NNDC-BNL and MSU | Clarification of the nature of ICCs recommended in ENSDF and listed by JAVA-NDS. | Modify JAVA-NDS such that the conversion coefficient column has a footnote: “Total theoretical internal conversion coefficients, calculated using the BrIcc code (2008Ki07) with Frozen orbital approximation based on gamma-ray energies, assigned multipolarities, and mixing ratios, unless otherwise specified.”  **COMPLETED** |
| (31) | ENSDF evaluators | Clarification of newly evaluated ENSDF data – policy implementation | If no significant changes in existing evaluation compared with previous evaluation, current evaluator to include such a statement and acknowledge previous evaluator(s).  Partially followed by evaluators, but not always.  **Continuous** recommendation    **DELETED - MOVED INTO TABLE OF ENSDF-RELATED PROCEDURES AS PART OF ITEM 16** |
| (32) | ENSDF evaluators | Direct adoption of XUNDL data sets in ENSDF – policy implementation | If major portions of XUNDL compilation are used in the construction of an ENSDF evaluation, evaluator should acknowledge XUNDL compilers in the abstract of the evaluated mass chain.  Partially followed by evaluators, but not always. Same as (31)  **Continuous**  **DELETED - MOVED INTO TABLE OF ENSDF-RELATED PROCEDURES AS PART OF ITEM 17** |
| (33) | ENSDF evaluators | Policy implementation on half-life limits, and use of “?” in decay mode | For neutron-rich nuclides, follow new policy regarding T1/2 and decay mode.  See IAEA report INDC(NDS)-0733, Subsection 4.1. for details. Balraj presented his proposals at previous meeting, and also sent them to mass chain evaluators – no response. Adopted as policy. Needs to go into Guidelines for evaluators.  **COMPLETED** |

First column: number in brackets is the action number from the previous NSDD network meeting (see IAEA report INDC(NDS)-0733)

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| (34) | ENSDF evaluators and NNDC | Policy implementation | Adopt tropical year to convert years to days: 1 year = 365.24219 days.  NNDC-BNL to parse file and ensure that tropical year definition has been applied in all relevant nuclides.  Same as (33), above  **COMPLETED** |
| (35) | ENSDF evaluators and McMaster | Policy implementation | Evaluators to include beta-delayed neutron emission branch in beta-minus decay datasets.  See IAEA report INDC(NDS)-0733, Subsection 4.1. for detailed description. McMaster to send a sample dataset to all ENSDF evaluators.  Same as (33), above – formal policy wording and example exist – also needs to go into Guidelines for evaluators.  **COMPLETED** |
| (37) | ENSDF evaluators | Policy implementation | If there is no evidence for a given multipolarity in a paper, such data should not be implicitly adopted – of particular concern for high-spin states. Do not simply copy over such data from XUNDL, but rather undertake your own assessment.  Large percentage of submissions do not follow this instruction. Evaluate and justify such data, and do not simply copy over data from XUNDL – this is NOT evaluation. *Guidelines for evaluators*.  **DELETED - MOVED INTO TABLE OF ENSDF-RELATED PROCEDURES AS ITEM 18** |
| (39) | NNDC-BNL | ENSDF processing | NNDC-BNL to modify FMTCHK so that POL is recognised/accepted by this checking code. **COMPLETED** |
| (40) | ANL,  ANU | Policy implementation | Recommend suitable standard(s) for band configurations - need to agree upon the adoption of a particular nomenclature. **COMPLETED** |

First column: number in brackets is the action number from the previous NSDD network meeting (see IAEA report INDC(NDS)-0733)

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| (41) | NNDC-BNL | ENSDF processing | Level bands: proposed to introduce SEQ(A)$ as a new flag for less clearly defined bands, or individual single bands (already incorporated into FMTCHK and JAVA-NDS). Agreed and adopted **COMPLETED** |
| (43) | NNDC-BNL | Data processing | ALPHAD code reports HF when no alpha-decay intensity is given. NNDC-BNL to correct the code. **COMPLETED** |
| (44) | IAEA-NDS | Data handling | IAEA-NDS to consider including JAVA-NDS code in MyEnsdf. **COMPLETED** |
| (45) | NNDC-BNL | Facilitate evaluators’ work | NNDC-BNL to share ENSDF Dropbox link containing private communications and supplemental material with NSDD evaluators. **COMPLETED**  Everyone can upload content |
| (46) | ENSDF evaluators | Procedures | Ensure that mass chain or nuclide evaluations conform to all items on the ENSDF checklist before submitting to NNDC-BNL.  **DELETED - MOVED INTO TABLE OF ENSDF-RELATED PROCEDURES AS ITEM 15** |

First column: number in brackets is the action number from the previous NSDD network meeting (see IAEA report INDC(NDS)-0733).

| **ENSDF-RELATED PROCEDURES – CONTINUOUS** | | | |
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| **Item no.** | **Responsible** | **Reason/Topic** | **Extension** |
| 1 | All network participants | Relevant data and information from certain conferences, meetings and lab. reports are not always available to NSR compilers | Assist NNDC in obtaining conference proceedings, meeting and laboratory reports for NSR. Copy of unpublished conference reports containing significant NSDD contribution should be sent to NNDC. |
| 2 | NNDC-BNL | Publication of ENSDF | Continue journal publication of the mass chain evaluations in *Nuclear Data Sheets.* |
| 3 | All network participants | Misprints and errors found in NSR and ENSDF | Report misprints and errors detected in NSR, XUNDL and ENSDF to NNDC. |
| 4 | ENSDF evaluators | Accelerate review process | Each ENSDF evaluator should be willing to review two mass-chain equivalents per FTE-year; reviewing process for one mass chain should take no longer than three months. |
| 5 | All network participants | Bring NSDD evaluation work to the attention of the nuclear community | Present network activities at a wide range of appropriate conferences and meetings. |
| 6 | All network participants | Avoid duplication of work | Participants should inform the NNDC and IAEA-NDS about any development of software related to NSDD. |
| 7 | All network participants | Young scientists to evaluate mass chains | Encourage participation in research/ evaluation of nuclear structure data. |
| 8 | All network participants | Improve NSR | Send comments and suggestions on NSR improvements ( keywording) to NNDC. |
| 9 | All network participants | Identify potential new ENSDF evaluators | All NSDD network participants to come forward at all times with contact details of known suitable candidates who would like to become recognised mass chain evaluators, and possess suitable technical backgrounds – provide such information to IAEA-NDS and NNDC-BNL. |
| 10 | All network participants | Support new ENSDF evaluators | Provide local support and mentoring to new ENSDF evaluators. |
| 11 | ENSDF evaluators | Check continued validity of the rules | Inform NNDC when experimental results appear to contradict accepted rules. |

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| 12 | All network participants | Improve quality of evaluations | Solicit potential non-network evaluation reviewers, and send names to ENSDF coordinator at NNDC.  [**Sec. note**: also re-defined as Action 18, while remaining as an approved Procedure] |
| 13 | NNDC-BNL,  IAEA-NDS | Outreach | Continue to pursue initiatives to improve the international contributions to the ENSDF mass chain evaluations. |
| 14 | All network participants | Outreach. | Formulate and expand contributions to mass chain evaluations within their own countries. |
| 15 | ENSDF evaluators | Procedures | Ensure that mass chain or nuclide evaluations conform to all items on the ENSDF checklist before submitting to NNDC-BNL.  **Large percentage of submissions do NOT follow this instruction.** |
| 16 | ENSDF evaluators | Clarification of newly evaluated ENSDF data – policy implementation | If no significant changes in existing evaluation compared with previous ENSDF evaluation, current evaluator to include such a statement and acknowledge previous evaluator(s). **Partially followed by evaluators, but not always.** |
| 17 | ENSDF evaluators | Direct adoption of XUNDL data sets in ENSDF – policy implementation | If major portions of XUNDL compilation are used in the construction of an ENSDF evaluation, evaluator should acknowledge XUNDL compilers in the abstract of the evaluated mass chain.  **Partially followed by evaluators, but not always.** |
| 18 | ENSDF evaluators | Policy implementation | If there is no evidence for a given multipolarity in a paper, such data should not be implicitly adopted – of particular concern for high-spin states. Do not simply copy over such data from XUNDL, but rather undertake your own assessment.  **Large percentage of submissions do NOT follow this instruction.** |

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| 19 | ENSDF evaluators | Adopted dataset | Multiple values – do not carryover, DCOs to Adopted dataset; if evaluator feels DCOs are necessary in Adopted dataset provide details on experimental geometry and expected values for different transition types. |
| 20 | All network evaluators | Evaluations in progress | Inform NNDC-ENSDF coordinator about mass chain, individual radionuclide and horizontal evaluations in progress to ensure their inclusion in monthly evaluation processing report.  Network participants who publish individual and horizontal evaluations should distribute publication to network. |
| 21 | All network participants | Policies | Inform NNDC of discrepancies in the current policies, and propose changes and additions. |
| 22 | ANL  NNDC-BNL  IAEA-NDS  All network participants | Maintain and update ENSDF analysis and checking codes | Assess status of analysis and checking codes and determine priorities as to which codes should be re-written or corrected.  Report bugs in codes, and request enhancements to NNDC-BNL and code developers by email. |
| 23 | NNDC-BNL, IAEA-NDS | ENSDF analysis and checking codes | Notify network of new versions of analysis and checking codes. |
| 24 | NNDC-BNL | General policy pages in *Nuclear Data Sheets* | Modify policy pages, as needed. |
| 25 | ENSDF evaluators | Keep ENSDF up-to-date | Check NNDC monthly report for nuclides added by others to ENSDF that are your mass-chain responsibility. |
| 26 | NNDC-BNL | Maintain up-to-date information on network | Update website with changes in group responsibilities. |
| 27 | IAEA-NDS,  NNDC-BNL | Information relevant to ENSDF network | Regularly update network website – ensure all relevant presentations/ talks are available on website. |
| 28 | IAEA-NDS, NNDC-BNL | Dissemination of codes | Coordinate distribution of ENSDF codes. |
| 29 | NNDC-BNL,  all network evaluators | Obscure references | Investigate means to access electronic copies of secondary references that are difficult to track down and acquire. Evaluators to relay findings to NNDC-BNL for NSR adoption. |

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| 30 | NNDC-BNL | NSR - generation of key numbers and keywords | While keywords are only optional, they constitute valuable information to NSR users – their provision is encouraged. |
| 31 | IAEA-NDS | Maintain links with horizontal evaluations | Invite representatives of atomic mass and other horizontal evaluations to NSSD Evaluators’ Network meeting. |