2 December 2020 IB meeting Summary

Agenda Items

1. Update on IB memberships and meeting invitations
2. Update and discussion of IB infrastructure (web page, documents, membership lists)
3. Proposal to elect an IB deputy or co-chair
4. Status of rules writing committees

Item #1: IB Membership
Two institutions have joined SBND/ICARUS
- National University of Asuncion, Paraguay: IB representative Jorge Molina
- University of California, Santa Barbara: IB representative Xiao Luo

Item #2: IB "infrastructure"
SBN IB meeting summaries and meeting information will be added to the SBN IB web page, https://sbn.fnal.gov/collaboration/institutional-board.html

The IB agreed to form a committee to write by-laws for the SBN IB, which would include rules for meetings of the IB, rules for election of officers of the IB, etc. It also would include some information about SBN itself for decisions "owned" by the IB (see below).

The IB adopted the following principles for determining who is a member of the SBN organization:
- Members of the SBN organization are members of any SBN detector collaboration (SBND & ICARUS).
- Membership lists will be independently maintained by detector collaborations, those lists would be consumed by the SBN IB organization to define membership. This list would be used for participation in SBN analysis and data sharing agreements and for communications.
- SBN IB will manage this definition, they will be able to change how the list is used (normally this management is delegated to its officers).
This will be written into the SBN by-laws.

Item #3: IB Deputy Chair
The SBN IB chair, Kevin McFarland, acquired a number of unexpected additional responsibilities with the University of Rochester response to COVID-19 which slowed down his ability to work on the SBN IB. This is a vulnerability in the current SBN IB structure.

Decided to appoint a deputy SBN IB chair and to write that role into the SBN IB by-laws. McFarland will nominate a deputy for consideration by the SBN IB in the interim.

Item #4: Rules Writing Committees
The IB has chartered four committees to work on writing rules for the core function of SBNs, as outlined in the [Statement of Principles for Data Sharing, Analyzing, and Publication within the SBN Program.](#)

Both the membership of the rules writing committees and their "charges" were approved by the IB in an email vote between meetings.

Membership of Rules Writing Committees:
- RAC (Scientific result approval committee): Costas Andreopolous, Mark Convery, Bill Louis (Chair), Sandro Palestini, Fernanda Psihas, Stephen Dolan
- PubComm (Publication review process): Maurizio Bonesini, Dan Cherdack, Albert De Roeck, Elizabeth Worcester (Chair), Animesh Chatterjee
- SC (Speakers committee):Minerba Betancourt, Sowjanya Gollapinni, Alessandro Menegolli (Chair), Jarek Nowak, Francesco Poppi
- D3C (Dataset & Computing Coordination Committee): Wes Ketchum (Chair), Mitch Soderberg, Andy Mastbaum, Gianluca Petrillo, Francesco Pietropaolo, Diana Mendez , Mateus Carneiro

Charge:
The task for the rules writing committees is to write down a proposed set of rules governing the functioning of these committees. These rules should consist of the following elements.

1. A Charge, a detailed description of the committee's responsibilities.
2. Membership, a description of how many members will serve on the committee and what conditions there should be the membership, including SBN collaboration affiliation. E.g., a committee should have six members, at least two of which are affiliated with each of the ICARUS and SBND collaborations, and at least two of which should be students or postdocs.
3. Points of Contact, when and to whom does the committee report on its activities to the SBN IB or to the appropriate group individual SBN collaborations.
4. Description of Processes. These may include such considerations as:
   - What input does the committee require in order to act on approval or a result or publication, or selection of a speaker, or definition of a dataset?
   - How does the committee organize meetings to review a result, or to run a practice talk for a conference presentation?
   - What input does the committee gather from the members of the SBN organization and how does it gather it? E.g., no sooner than two weeks

after the distribution of an initial technical note describing a joint result to the SBN membership, the RAC will hold an open meeting of the SBN members to hear a presentation on the analysis and gather questions from the members that must be answered before the result can be approved by vote of the SBN members. Or, e.g., when the first draft of a joint paper is submitted to the SBN members, the committee will request a list of authors for the papers from each of the SBND and ICARUS institutional boards.
  - What documentation does the committee produce as part of its work and how is it distributed to the SBN members?

The rules writing committees do not need to provide for the following common functions:

- Selection/election/terms of committee members. The SBN IB will develop a common plan for choosing members of these committees and for terms of service on the committees.
- Leadership of the committee. We will ask each committee to select a chair by vote of the committee
- A provision for changing the rules of the committees. The SBN IB will reserve this function for itself.

The committees reported to the IB on their early discussions. Expect to bring proposals or drafts to the next IB meeting for discussion.