

Collaboration Governance Document Committee (CGDC) Report

Chang Kee Jung

March 13, 2015

ELBNF IB Phone Meeting

CGDC Membership

- Brajesh C Choudhary
- Bonnie Fleming
- Chang Kee Jung (Chair)
- Yannis Karyotakis
- Alfons Weber
- Joe Lykken (ex-officio)

General Principle of CGDC

- Before writing detailed text, discuss the overall content of the document as well as key issues associated with each topic
- Try to reach agreement by consensus for each topic
 - If there is no consensus, seek IB input
- Keep the document compact and deal with only the topics that are essential to establish the collaboration and use attachments/annexes for other items
- Updates to IB at IB meetings
 - Seek IB feedback before presenting the full draft

CGDC Meetings

- Feb 20, 2015
- Feb 25, 2015
- Mar 4, 2015
- Mar 11, 2015
- Reference Materials
 - BaBar Collaboration Governance Rules
 - LBNE Science Collaboration Governance Rules
 - MicroBooNE bylaws
 - MINOS bylaws
 - Solid Constitution
 - T2K International Collaboration Agreement
 - (ELBNF Memorandum of Collaboration)
 - (LBNF IJOG Document)

CGDC Schedule

- April 15 – 18 ELBNF Collaboration Meeting
- April 15: final CGDC meeting, final touch up
- April 10: final draft to the IB
- April 8: CGDC meeting to produce final draft
- April 1: CGDC meeting, first complete draft
- Mar 25: CGDC **Extended meeting**, all major decisions made, sectional drafts
- Mar 18: no meeting
- Mar 11: CGDC **Extended meeting**, writing assignments

Style of the Document

- BaBar/MINOS/microBooNE style
 - Full sentences and paragraphs rather than bullet points

Title/Name of the Document

- “ELBNF Collaboration Governance” or
“Governance of the ELBNF Collaboration”

Contents of the Document

- Preamble (IJOg document)
- Preparation, Approval and Amendments of the Agreement
- Collaboration membership
- Co-Spokespersons
- Deputy Spokesperson
- Executive Committee
- Institutional Board
- Collaboration General Assembly
- Young ELBNF
- Technical Coordinator and Resource Coordinator
- Other Management Structures
 - Technical Board, Resource Board, Computing Coordinator, etc.
- Dissenting opinions and Procedure to Appeal
- Effective Day and Duration

Collaboration Membership

- Application to the IB
 - After discussion w/ co-spokes
- Qualification
 - At least one senior physicist with relevant expertise
 - A well thought out plan for making contributions to the experiment
- Decision
 - By a $\frac{3}{4}$ super-majority IB (non-weighted) vote in favor of the application

Co-Spokespersons

- Terms: 2 years, renewable
- Election Time: in February every year starting 2017
- Election procedure

More discussion
needed: No
consensus on
procedure and
voter definition

Co-Spokespersons

“During the proposal phase of the experiment considering the international nature of the project, it is generally desirable to have one co-spokesperson from US institutions and the other from non-US institutions.”

Agreed

Who votes?

- Option 1:
 - Graduate students and above
 - Inclusive, provides sense of ownership for all collaborators including grads
 - The voters may not be familiar enough with the candidates to make educated decisions
- Option 2:
 - IB's only
 - The current system, The IB's may be able to make better educated decisions
 - Exclude the majority of collaborators from expressing their own voice
- Option 3:
 - Graduate students and above after pre-selection by an IB appointed "Search Committee" to produce a short list
 - The candidates are vetted (including input from IJOG)
 - Inclusive, provides sense of ownership for all collaborators including grads
 - The voters may not be familiar enough with the candidates to make educated decisions
- Option 4:
 - IB's only after pre-selection by an IB appointed "Search Committee" to produce a short list
 - The candidates are vetted (including input from IJOG)
 - The IB's may be able to make better educated decisions
 - Exclude the majority of collaborators from expressing their own voice

Co-Spokespersons

- Roles
 - Absolute equal authority sharing of responsibilities
 - ...

To be
worked on

Deputy Spokesperson

- This is an optional position in the collaboration
- If needed, the co-spokespersons can make an appointment with specified roles based on the needs
- Terms: 1 year, renewable

Essentially
Agreed,
except the
term

Executive Committee

- Number: 10
 - 2 Co-spokespersons
 - 1 RC
 - 1 TC
 - 1 IB Chair
 - 3 Elected at large members (by IB)
 - 2 Appointed members (by the spokespersons)
- Terms: 2 years, renewable
- Election: in May every other year starting 2015
- Chair: the longest serving co-spokesperson
- Roles
 - ...
- Election procedure
 - Nomination by IB
 - A slate of candidates with more than 3 nominations
 - IB vote with simple voting system (top three candidates)
 - Secret ballot
 - One IB/Institution one vote or weighted by the number of members vote

Essentially
Agreed

Institutional Board

- Membership
 - Designated by each institution
 - Should we have a minimum size requirement and merge small institutions into one?
 - Some threshold is probably needed
 - Should large institutions such as Fermilab get more than one seat?
- Chair
 - Elected by IB using the PVS
 - Term: 2 years, renewable
- Voting
 - Open votes: One vote - one IB principle
 - Secret Votes: Weighted by the number of members represented by each member
 - Any IB can propose a vote to be conducted in secret. Such a motion will be voted using the “open” vote principle.
- Roles
 - ...

More discussion
needed:

Collaboration General Assembly

- Membership
 - All members
- Chair
 - The shortest serving co-spokesperson
- Voting
 - Generally no votes unless specified, decision by consensus
- Roles
 - ...

Essentially
Agreed

Young ELBNF

- Membership
 - Generally Graduate students and 1st postdocs
- Chair
 - Elects its own based on the rules it establishes
- Observers/Representatives
 - Sends a non-voting observer to the IB, and sends representatives to Publication Board and Speakers Board
- Organizes its own activities
- Will have dedicated regular meetings with co-spokes and/or the IB chair

Essentially
Agreed

Technical Coordinator and Resource Coordinator

- Agreed to adopt a very well written document on TC/RC by the host lab directorate
 - See attachement

Possible Attachments to the Document

- Expected Attachments (to be added at later times):
 - Speakers Board
 - Approval Process of Scientific Results and Plots
 - Publication Policy
 - Authorship Guidelines
 - Voter Definitions
 - Common Funds Agreement
 - Etc.

IB Feedback

- IB feedback on the agreed items are welcome
 - Send e-mail to ckj
 - All suggestions will be considered
- Please participate in the Doodle Poll when announced