



Constitution of the SND@LHC Collaboration

13 October 2021

I - Preamble

- * The aim of the SND@LHC Collaboration is to perform the experiment described in CERN-LHCC-2021-003/LHCC-P-016.
- * The Constitution of the SND@LHC Collaboration describes the management of the Collaboration.

II - Decision Procedures

- * All decisions taken by the Collaboration's Boards and Working Groups are by consensus whenever possible or otherwise by vote.
- * Each member represented in the Board or Group has one vote, except for the ex-officio (non-voting) members. All votes are open except for elections and re-elections.
- * Decisions require a 50% majority of the valid votes.
- * A change of the Constitution needs a 2/3 majority from all members of the Institute Board (IB).
- * Except for changes to the Constitution, abstentions, invalid and null votes are not taken into account for the definition of a majority. Thus in case of a yes/no vote only the sum of the positive and negative votes will be the 100% value. In case of an election the sum of valid votes for anyone of the candidates will be the 100% value.
- * Elections are performed by a succession of voting rounds whereby the candidate who has received more than 50% of the valid votes is elected. If no candidate receives this majority, the candidate(s) with the smallest number of votes is (are) removed in a further election round. The process is repeated until a majority is reached. In case no majority is reached, or when all candidates would be removed from the next election round by the rule of least votes, the Chairperson of the IB decides which candidate is removed from the next iteration. In the final round, the candidate with the highest number of votes wins, even if this is not a majority. In the case of a tie, the Chairperson of the IB decides who is the winner.
- * For the election of the members of the Editorial Board, a vote is held selecting three candidates. The three candidates with the highest number of majority votes are elected. If there are less than 3 candidates with a majority vote, a new voting round is held among the candidates who were not elected. If no candidate obtains a majority, the IB will select preferably by consensus. In case there is no agreement, the Chairperson of the IB will decide.

- * All persons fulfilling managerial positions may resign at any moment.

III - Institute Board (IB)

The Institute Board has the ultimate authority in the SND@LHC organisation. It is the body through which all major decisions of the SND@LHC Collaboration shall be approved. In the IB, the interests of all collaborating Institutes are represented. The IB considers and prepares the adoption of new members of the Collaboration following the rules defined in this document. In addition, the IB decides managerial appointments.

IB membership

- * Each Institute has one representative.
- * The IB Chairperson, elected by the IB for a (renewable) 3 year period.
- * Ex-officio (non-voting) members: the Spokesperson, the Technical, Physics and Resources Coordinators.

Agenda and Minutes

- * The agenda for the IB meetings are prepared by its Chairperson, and is circulated 14 days in advance. Any member of the IB may ask for additional topics to be included.
- * The proceedings of the IB are recorded in minutes. Draft minutes are circulated to members of the IB for approval at the next meeting. Approved minutes are made available to all members of the Collaboration.
- * All IB members will be informed at least one week in advance about all subjects on which a decision must be taken.

Membership and Associated Members of the Collaboration

- * Membership rules
Membership rules distinguish between personal members (“Individual Members”) and Institute Members.
- * Membership of the Collaboration
Members of the Collaboration are those who have signed the Technical Proposal (CERN-LHCC-2021-003/LHCC-P-016). Additional members are accepted according to the rules laid out for “New Members”.
- * Institute Membership of the Collaboration
Member Institutes of the Collaboration are all those institutes to which the original members are affiliated. New institutes can be accepted as Member Institutes following the rules laid down in this document. Member Institutes appoint a person who acts as the contact with the IB and the Spokesperson.

* New Members and new Member Institutes of the Collaboration

The candidature of new Member Institutes and new Members is first considered by the Chairman of the IB and the Spokesperson. Once they decide that sufficient information is available on the intended participation, the candidature is presented to the IB for a vote.

* Rules for New Institute Members

In the case of a positive vote for admission, the relevant Financial Review Committee will be informed by the Spokesperson at its next meeting and the institute will be included in the Maintenance and Operation (M&O) sharing for the forthcoming fiscal year. All Institutes are expected to contribute to M&O for the detector and software/computing projects in which they participate. For this Financial Review Committee meeting, the following documents should be prepared:

1. The Memorandum of Understanding for the Maintenance and Operation of the SND@LHC Detector, signed by the corresponding National Funding Agency or University and the Research Director of CERN.
2. An addendum to this Memorandum of Understanding for each new collaborating institute, describing the basis of the cooperation, the initial personnel involved and the foreseen scientific contribution to the SND@LHC experiment, signed by the responsible head of the corresponding institute and the Research Director of CERN.

After that, the Institute becomes a full member of SND@LHC and has the right of vote in the IB. Institutes also have the obligation to participate in general service tasks.

* Associated Members of the Collaboration

An Institute can be given the status of Associated Member if it wishes to bring in limited technical, financial or human resources to a particular project or working group.

An Associated Member must be "attached" to an Institute of the SND@LHC Collaboration, called the "Host Institute". The Host Institute will propose the Associated Member candidature to the IB. Individual members of the Associate Member have the same rights and obligations as full members.

The Host Institute must take the long-term responsibility for the operation and maintenance of any hardware, or software, which the Associated Member would produce and which would become part of the experiment.

* Individual Membership

The admission of an Individual as a new member of the collaboration (from an existing SND@LHC Institute) is under the responsibility of the Institute leader who should inform the SND@LHC secretariat. Likewise, it is the responsibility of the Institute leader to notify the SND@LHC secretariat when members leave their group.

Individual membership is described by a person's status (e.g. Academic, PostDoc, PhD student, Engineer, Emeritus) and by their individual access rights (Full member, Affiliate or Other). Access rights, in normal circumstances, are:

- Full member: Full Access. Primary or Secondary experiment affiliation.¹ Authorship.
- Affiliate (e.g. theory): Full Access, fixed-term (3 years, renewable, approved by the IB on the advice of the the Spokesperson). Authorship can be requested for individual papers.
- Other: Full Access. Intended for engineers, technicians and others. Authorship can be requested for technical (non-physics) publications.

Payment of M&O contributions is expected for all full members holding a PhD or equivalent degree. Institute leaders are requested to provide a list of full members (excluding PhD and MSc students) from their Institute (once a year, before the autumn Financial Review Committee). This list reflects the Institute's share of the M&O budget. Retired persons who work on SND@LHC may be classified as SND@LHC Emeritus, and may sign papers without incurring the M&O and service tasks mentioned above. Emeritus status must be confirmed to the IB annually by the Institute leader.

Individuals may become a member of the Collaboration even if their Institute is not. In this case the individual should contact the Spokesperson or the Chairperson of the IB. After a short presentation in the IB, the IB will vote whether the individual may be admitted to the Collaboration.

Managerial appointments

The IB shall elect the following managerial positions:

- * The Spokesperson (SP) shall be elected for a (renewable) 3 year period.
- * The Physics Coordinator (PC) shall be elected for a (renewable) 3 year period.
- * The three members of the Editorial Board shall be elected for a (renewable) 3 year period. The election will be held during the summer of the last year of this period. The mandate starts on January 1st following the election, but to ensure continuity, newly elected members will be asked to participate in the activities of the Board upon their election.

The IB shall endorse the appointments by the Technical Board (TB) and PC of Working Group Conveners.

IV - The SND@LHC Management

Executive body

The SND@LHC Management is the executive body of the Collaboration. It has overall responsibility for managing the detector operation and upgrades as well as the physics analysis. The SND@LHC Management represents the Collaboration towards outside bodies. It is composed of:

- * The Spokesperson and, if appropriate, the Deputy Spokesperson

¹There is no restriction on simultaneous membership of other experiments.

- * The Technical Coordinator
- * The Physics Coordinator
- * The Resources Coordinator
- * Upon invitation, other members of the Collaboration as required

The SND@LHC Management shall organise the resources (financial and manpower), prepare the SND@LHC budget, present it to the IB and to the appropriate Review Boards.

V - Mandates of managerial positions

- * *Spokesperson (SP)* The SP represents the Collaboration to the LHCC, the CERN Management, and the outside world. The SP is responsible to the IB for the execution of the project.

The election of the SP is organised by a small group of persons appointed by the IB. Candidates should be presented by at least one Member of the IB and their names should be announced at least two days before the election.

The IB may decide at any time with a 50% majority to start a new election procedure of the Spokesperson.

- * *Deputy Spokesperson (DS)*

The Spokesperson may nominate a Deputy Spokesperson for ratification by the IB. The DS represents the Spokesperson in his/her absence. The DS can take over well-defined responsibilities from the Spokesperson by mutual agreement; however, the IB shall be informed in the case of delegation of important responsibilities. The Deputy Spokesperson is an ex-officio (non-voting) member of the IB and the Technical Board. The appointment of the Deputy Spokespersons comes to an end when the term of office of the Spokesperson comes to an end.

- * *Technical Coordinator (TC)*

The Technical Coordinator is responsible for coordinating all technical activities including construction, installation, financial and schedule planning. The TC reports to the Spokesperson and the IB. The TC chairs the Technical Board and is an ex-officio (non-voting) member of the IB. The TC is nominated by the Spokesperson, in agreement with the CERN Management. His/her nomination is ratified by the IB. The Technical Coordinator shall be a member of the CERN staff for the duration of their term of office.

- * *Resources Coordinator*

The TC nominates, in agreement with the Spokesperson, a Resources Coordinator; their nomination will be ratified by the IB. The RC is responsible for coordinating the financial planning of the collaboration. The RC is in charge of establishing the annual budget and expenditure reports, which are presented to the IB for approval and to the experiments' Financial Review Committee. The RC monitors the payment by the Institutes of the M&O share. The RC reports to the Technical Coordinator

and the IB. The RC is an ex officio (non-voting) member of the TB and the IB.

* *Physics Coordinator (PC)*

The Physics Coordinator coordinates the analysis efforts in order to ensure the best possible physics data quality and physics output. The PC reports to the Spokesperson and the IB. The PC is an ex officio (non-voting) member of the TB and the IB. They coordinate the physics analysis groups and propose to the Spokesperson the Conveners of these groups. The PC shall facilitate information exchange and ensure that all SND@LHC members can access the data and work on any physics analysis. The PC ensures the scrutinizing of the physics results and their collaboration-wide discussion. The PC oversees the review and approval procedure necessary for any physics analysis result to proceed toward publication. The PC shall be elected by the IB, following the Collaboration's procedure for elections. The appointment of Physics Coordinator is for a (renewable) 3 year period.

* *Commissioning and Run Coordinator (CRC)*

The Commissioning and Run Coordinator's task is to gain experience in detector operation and control, to verify the hardware stability, to obtain initial alignment and calibration constants, to develop monitoring tools and to understand the detector performance. A major commissioning activity will be the collection of beam splash, beam halo and cosmic ray triggers. During data taking, the CRC is in charge of the overall SND@LHC detector operation. The CRC is nominated by the Management and ratified by a simple majority vote by the IB. The CRC reports to the TB and the Physics Coordinator. The CRC is an ex officio (non-voting) member of the TB. The appointment of CRC is for a (renewable) 3 year period.

VI - Editorial Board

The Editorial Board ensures that the basic publication principles of the collaboration are followed. It is composed of three members who are elected by the IB. The three members will elect the Chairperson of the Editorial Board, who will represent the Board to the SND@LHC management. The election of the Chairperson will be ratified by the IB.

The Editorial Board will organise the decision on the target journal of a publication and the collaboration-wide review process of an SND@LHC publication or conference presentation. The Editorial Board organises the distribution of the draft to the collaboration and ensures that all comments from the collaboration have been appropriately addressed before final approval of the publication. The Editorial Board will ensure that the proper Author List is used. In case of a disagreement between authors and the internal referees or other members of the collaboration, the Chairperson of the Editorial Board, together with the Physics Coordinator and the Spokesperson, will make the final decision. The Editorial Board assists the Management in seeking optimal exposure of SND@LHC through a prominent presence in the programs of relevant conferences, workshops, and schools. The Editorial Board shall ensure that presentations are shared in a fair way among the SND@LHC collaborators and organises rehearsal talks to maintain a high level of quality.

VII - Technical Board (TB)

The Technical Board (TB) assists the Technical Coordinator with all technical activities of the experiment.

The TB sets up Working Groups lead by Conveners to facilitate the progress of the experiment. The Conveners report to the TB and are responsible for the operation of their Working Group. The TB may decide at any time to replace a Convener, or set up a new Working Group. The TB is composed of:

- * The TB is chaired by the TC. The Technical Coordinator is appointed by CERN.
- * The SP
- * The PC
- * The CRC
- * The Working Group Conveners
- * Any member the Technical Coordinator deems necessary to perform the TB's tasks

The TB has frequent meetings, typically once per 14 days, to ensure the progress of the work. The TC shall keep the Collaboration and IB informed of the decisions and activities of the TB.

VIII - Physics Analysis and Publication policy

* *General Principles*

All physics results from SND@LHC are the property of the entire collaboration. The complete and detailed information about any analysis should be made available to the collaboration. Any analysis or results using data from the SND@LHC experiment must be reviewed, understood and approved by the collaboration before being disclosed outside the collaboration. All physics results presented at conferences and to be prepared for publication, which involve use of SND@LHC raw data or SND@LHC software, must be submitted to a review process under the responsibility of the PC.

* *SND@LHC Authorship*

Every full member of the collaboration who has contributed to the experiment has the right to sign SND@LHC physics papers, subject to the following conditions.

- SND@LHC collaborators are expected to have participated in the detector construction, the online or computing activities, or to contribute to data taking, calibration or data processing.
- Inclusion on the author list will normally begin 6 months after membership starts. This rule will be applied on the date when an analysis is approved to go to paper. The presence on the author list will normally last, after membership terminates, for a period of 12 months.
- For technical, non-physics publications technicians and engineers may appear on the author list.
- Individual authors may choose not to sign any particular paper by informing the Editorial Board before the author list is finalised.

- The author list may include collaborators who left but have contributed significantly to the experiment, as well as others for a paper to which they have made a significant contribution.

Exceptions to the guidelines will be decided by the Editorial Board, in consultation with the IB Chairperson and the concerned Institute leader. Appeals may be addressed to the Spokesperson who, in consultation with the Chairperson of the Editorial Board and the IB Chairperson, should reach an agreement, to be ratified by the IB.

IX - Code of Conduct

Members of the SND@LHC Collaboration are expected to act in an ethical and collaborative manner at all times, and abide by the CERN Code of Conduct. SND@LHC members shall not engage in harassment or bullying, or discriminate against each other in particular on the basis of sex, age, religion, beliefs, nationality, culture, ethnicity, sexual orientation, gender identity, career status, disability, or family situation. SND@LHC members are expected to work with the utmost scientific integrity, and respect the confidentiality of internal information.