



Detector-1
Institutional Representative
Meeting
July 18, 2022

Victoria Greene, Franck Sabatié

Meeting Agenda

(Meeting will be recorded for those who cannot attend at this time.)

- Mission statement from the pro-tempore steering committee
- Path to collaboration
 - Past
 - Institutional Representatives (IR) survey: list of representatives
 - Collaboration Name Poll (1st round ended July 16th)
 - Present (this meeting)
 - Turn this group of Institutional Representatives into an Institutional Board (voting body)
 - Future
 - Vote (offline) on the following points:
 - Open or closed meetings from now on
 - Chair / vice-chair?
 - Nomination (including self-nominations) requested for the charter/by-laws committee: this coming week.

Steps from IR to IB

1. Review existing drafts from ECCE and ATHENA
2. Points to discuss today:
 - Do we want an IB chair (or co-chairs) or should the IB be chaired by the future spokesperson(s).
 - We recommend that the IR (IB) meetings be open to all, discuss.
 - Do we want to go with simple majority votes for most IB business?
 - When do we want to elect an IB chair (or co-chairs), if needed? Before or after drafting the bylaws?
 - Discussion of process.
 - ...
 - Questions and concerns.
3. Vicki and Franck will draft a description of the functioning of a voting IB based on today's discussion and circulate to the IR for comment.

From Silvia's June 24th slide:

INSTITUTIONAL REPRESENTATIVES (IR)

- One per Institution for all the Institutions which submitted the survey form
- A first meeting of the IRs in 1-max 2 weeks

- **Goals:**
 - Prepare the formation of the collaboration Bylaws/Charter;
 - Prepare and conduct the Bylaws/Charter approval process.

- **Envisaged timelines:**
 - Formation of a bylaws/charter committee at the beginning of July
 - Bylaws/charter committee meets 1/more times in July in order to present initial ideas at the end of July meeting → Input for the discussion on 7/27

- **IMPORTANT:**
 - **the SC will in no way steer the IRs:** it is a green field on which the IRs themselves will build-up
 - 2 experienced Colleagues have kindly accepted to facilitate the organization of the IR meetings:
 - **Victoria Greene (Vanderbilt U.)**
 - **Franck Sabatié (CEA/Saclay)**

From John's July 7th slide :



Vision of Collaboration Forming Process

17

- Vision for a collaboration forming process:
 - Institutional Survey: Next slide!
 - Formation of a ~~prelim. IB~~ (inst. representatives)
 - Nomination & Election Process of Detector 1 Leadership
 - Finalization of IB and Election of IB Chair
 - Election of Spokesperson(s)

Inst. Rep Meeting Organized by Vicki Greene and Franck Sabatie:
“After discussion, we have decided that this very first Det-1 Institutional Representatives meeting would be open only to Institutional Representatives, it is therefore not a fully open meeting. However, we plan to put the question of future meetings being open or closed to a discussion and a vote as soon as we have a voting body.”

EIC Detector 1 Institutional Survey Form

Timescale:

Done

ASAP – **July 18th**

Now -> JULY

EICUG Meeting Discussion
(approval in months following mtg)

Set by adoption of bylaws – perhaps Sept/Oct?

Updated Institutional Representative List

https://tuprd-my.sharepoint.com/:x/g/personal/tue59914_temple_edu/EcGrTZU6CuFPjXt1foRZY-4Bv5z1In1x2wY9Li3y9YgwnQ?e=aQrWQp

ID	Institution	Contact Name	Email	City	State
1	A. I. Alikhantan National Science Laboratory	Mirtchyan, Ham let	m.krtchyan@yerphi.am	Yerevan	NN
2	Abilene Christian University	Daugherty, Michael	mike.daugherty@acu.edu	Abilene	TX
3	AGH University of Science and Technology	Przybycien, Mariusz	mariusz.przybycien@agh.edu.pl	Krakow	NN
4	Aligarh Muslim University	Abir, Raktim	raktim.ph@amu.ac.in	Aligarh	NN
5	Argonne National Laboratory	Meziani, Zein-Eddine	zm.eziani@anl.gov	Lemont	IL
6	Augustana University	Grau, Nathan	ngrau@augie.edu	Sioux Falls	SD
7	Banaras Hindu University	Singh, B. K.	bksingh@bhu.ac.in	Ajagara	NN
8	Baruch College, City University of New York	Bathe, Stefan	stefan.bathe@baruch.cuny.edu	New York	NY
9	Ben Gurion University of the Negev	Qtron, Zvi	zhciron@bgu.ac.il	Beer Sheva	NN
10	Brookhaven National Laboratory	Steinberg, Peter	peter.steinberg@bnl.gov	Upton	NY
11	Brunel University London	Teodorescu, Liliانا	Liliana.Teodorescu@brunel.ac.uk	Uxbridge	NN
12	California Polytechnic State University, San Luis Obispo	Klay, Jennifer	jklay@calpoly.edu	San Luis Obispo	CA
13	Canisius College	Wood, Michael	wood5@canisius.edu	Buffalo	NY
14	Catholic University of America	Horn, Tarja	horn.t@cua.edu	Washington, D.C.	DC
15	CEA-Saclay	Bossu, Francesco	francesco.bossu@cea.fr	Gif-sur-Yvette	NN
16	Central China Normal University	Wang, Yaping	wangyaping@mail.ccnu.edu.cn	Wuhan	NN
17	Central University of Karnataka	Samuel, Deepak	deepaksamuel@cuk.ac.in	Kalaburagi	NN
18	Central University of Tamil Nadu	Behera, Nirbhay Kumar	nirbhaykumar@cutn.ac.in	Neelakudi	NN
19	Charles University, Faculty of Mathematics and Physics	Finger, Miroslav	miroslav.finger@cem.ch	Prague	NN
20	Cheikh Anta Diop University	KA, Oumar	oumar.ka@ucad.edu.sn	Dakar	NN
21	Christopher Newport University	Brash, Edward	william.phelps@cnu.edu	Newport News	VA
22	Columbia University	Zajc, Bill	wzaj1@columbia.edu	New York	NY
23	Creighton University	Seeger, Janet	jseeger@creighton.edu	Omaha	NE
24	Daresbury Laboratory	Lemmon, Roy	roy.lemmon@stfc.ac.uk	Daresbury	NN
25	Dr. B.R. Ambedkar National Institute of Technology Jalandhar	Dahiya, Harleen	dahiya@nitj.ac.in	Jalandhar	NN
26	Duke University	Vossen, Anselm	anselm.vossen@duke.edu	Durham	NC
27	Egyptian Center for Theoretical Physics	Tawfik, Abdel	a.tawfik@eng.mti.edu.eg	Giza	NN
28	Eotvos Lorand University	Csanad, Mate	csanad@elte.hu	Budapest	NN
29	Faculty of Mathematics and Physics, University of Ljubljana	Sirca, Simon	simon.sirca@fmf.uni-lj.si	Ljubljana	NN
30	Florida Institute of Technology	Hohlmann, Marcus	hohlmann@fit.edu	Melbourne	FL
31	Florida International University	Cosyn, Wim	wcosyn@fiu.edu	Miami	FL
32	Fudan University	Chen, Jinhui	chenjinhui@fudan.edu.cn	Shanghai	NN
33	George Washington University	Schmidt, Axel	axelschmidt@gwu.edu	Washington, D.C.	DC
34	Georgia State University	Sarsour, Murad	msar@gsu.edu	Atlanta	GA
35	Goa University	Palni, Prabhakar	prabhakar.palni@unigoa.ac.in	Panjim	NN
36	GSI Helmholtzzentrum fuer Schwerionenforschung GmbH	Schwiening, Jochen	j.schwiening@gsi.de	Darmstadt	NN
37	Hampton University	Accardi, Alberto	kohl@jlab.org	Hampton	VA

- 158 institutions have registered so far
- A few updates since our last email
- Bernd Surrow is managing the list



Detector-1 Contact Information (Not an official collaboration roster!)

- Distributed to institutional representatives
 - Will be used to seed collaboration phonebook
 - Will also be used to regulate voting for collaboration name
 - Individuals can also fill out the form – but coordinate with your rep!
 - Inst. reps – I can send you a list of registered people from your institution
- <https://forms.gle/PhykTXYMRyW9GRc19>




EIC Detector-1 Collaboration Contact Information

This form will be used to collect contact information from EIC Detector-1 collaboration members.

 john.g.lajoie@gmail.com (not shared) [Switch account](#) 

* Required

Institution *

Choose 


Name *

Your answer

Email *

Your answer

Position *

Choose 



INSTITUTIONAL BOARD POLICY

ATHENA Collaboration

July 1st, 2021

As established by the ATHENA Collaboration charter, the ATHENA Institutional Board (IB) is the governing body of the experiment. The IB makes all major policy decisions within the Collaboration; examples include organization and governance of the Collaboration, adoption of Charter and Collaboration Policies and amendments to that, and admission of new members Institutions to the Collaboration. The Institutional Board is responsible for the election of the Spokesperson and ratification of the management plan put forward by the elected Spokesperson.

The ATHENA Institutional Board is composed of one individual Representative from each participating member Institution. Each member Institution selects its Representative. The Spokesperson and Deputy Spokesperson are ex-officio members of the Institutional Board. The IB may add extra members.

In addition, early-career members of the Collaboration are represented on the IB by up to three at-large Early-career members, at least one of whom should be a graduate student. Each early-career member will have one vote in the IB decisions. Early-career members of the Collaboration comprise all graduate students and those with no more than five years post-PhD experience (not counting career interruptions). Candidates for at-large positions can be either self-nominated or nominated by any collaborator after a call for nominations by the Election Committee. Early-career members of the Collaboration elect the at-large representatives. Elections should take place at least every two years. The usual term for Early-career IB Representatives is two years.

The Chairperson and the Vice Chairperson of the Institutional Board are elected by a vote of the IB from among its ranks as prescribed by the ATHENA Election Policy. The election of the new IB leadership takes place annually, nominally aligned with a regular IB meeting.

The IB meetings are nominally held twice a year, usually during collaboration meetings. Online meetings and remote participation in the IB meetings are permitted. IB meetings are guided by the Robert's Rules of Order. The IB Chairperson shall appoint a parliamentarian to serve as the official source of information on procedures based on Robert's Rules of Order.

The draft agenda for the IB meeting and any associated documentation should be made available to IB representatives at least two weeks before the meeting so that members have the opportunity to add items to the agenda. Those issues that require votes should be clearly stated on the agenda. At the discretion of the IB Chair, additional meetings can be called with at least two weeks' notice. Any IB representative unable to attend a given meeting can name a substitute from the same Institution or group. The IB meetings may include a closed session without the Spokesperson and Deputy Spokesperson present. The IB Chairperson shall arrange for the minutes of meetings to be taken and shared with the IB within two weeks of the meeting date. The IB Chairperson should provide a summary report for each IB meeting to the Collaboration.

The Institutional Board makes decisions by votes of IB representatives. A simple majority of all IB Representatives who have voted is required for all routine decisions, except Charter modification, elections, admission of new Institutions, and the suspension of current Institutions or individual collaborators. A secret ballot can be called for by any IB representative. All voting outcomes are summarized as part of the written IB minutes. The ATHENA Election Policy specifies the vote thresholds and participation requirements for all election issues. The Membership Policy prescribes voting requirements and details for admitting or suspending an Institution. Weighted votes of all Institutional Representatives are considered for the vote outcome, with vote weighting stipulated by the ATHENA Membership Policy. Results of all votes must be announced within one week of the voting

From the ATHENA Charter:

Membership in ATHENA shall be by Institution, with each Institution expected to meet institutional requirements as defined and maintained by the Institutional Board. New Institutions (universities or laboratories) are admitted to the Collaboration by the Institutional Board upon recommendation of the Spokesperson.

Each Institution is responsible for its list of members and for designating a representative for the Institutional Board. In addition, each Institution ensures that its members collectively fulfill their Institution share of Collaboration responsibilities as required by the Institutional Board. The Institutional Board shall maintain a list of institutional responsibilities that shall include but not be limited to shift duties and service work. Institutional responsibilities shall be set in proportion to the number of collaborators from each Institution, where appropriate. It is expected that all individual members are participating in the scientific and technical work consistent with the Collaboration Code of Conduct described in this Charter.

Further details on Collaboration membership, admission of new Institutional groups, and retirement or suspension of the existing members are prescribed in the ATHENA Membership Policy. The Collaboration Election Policy specifies the voting process on election matters.

ECCE Institutional Board

- The Institutional Board is the policy forming body of the Collaboration, and
- Provides a forum for the discussion of Collaboration issues regarding policy, management, structural changes, etc.:
 - approves the admission of new institutions into the Collaboration,
 - sets the number of yearly collaboration meetings, nominates candidates for the Executive Committee, Spokesperson and Deputy Spokesperson
 - organizes elections,
 - approves publication policies,
 - is responsible for augmenting these bylaws as necessary for the proper and
 - efficient functioning of the Collaboration. Changes to the bylaws requires
 - approval by a X/Y majority of the Institutional Board membership.

What's next? Charter/by-laws – process and discussion

- Nomination of a charter committee.
- Composition of the committee (to be discussed): 6-8 members ?
- Franck and Vicki will be *ex officio* on the Charter Committee.
- Charge to the committee.
- SC told us to try and organize elections and charter adoption
September/October.

Summary

- Goal for this week: to take the IR to a voting IB.
- Prepare for IB chair(s)
- Prepare for charter formation

THANK YOU !