

Update from ePIC membership committee

CC meeting March 1st, 2024

P. Antonioli, F. Bock, H. Caines, D. Higinbotham, B. Mohanti, S. Niccolai, M. Rosati, P. Steinberg (chair)



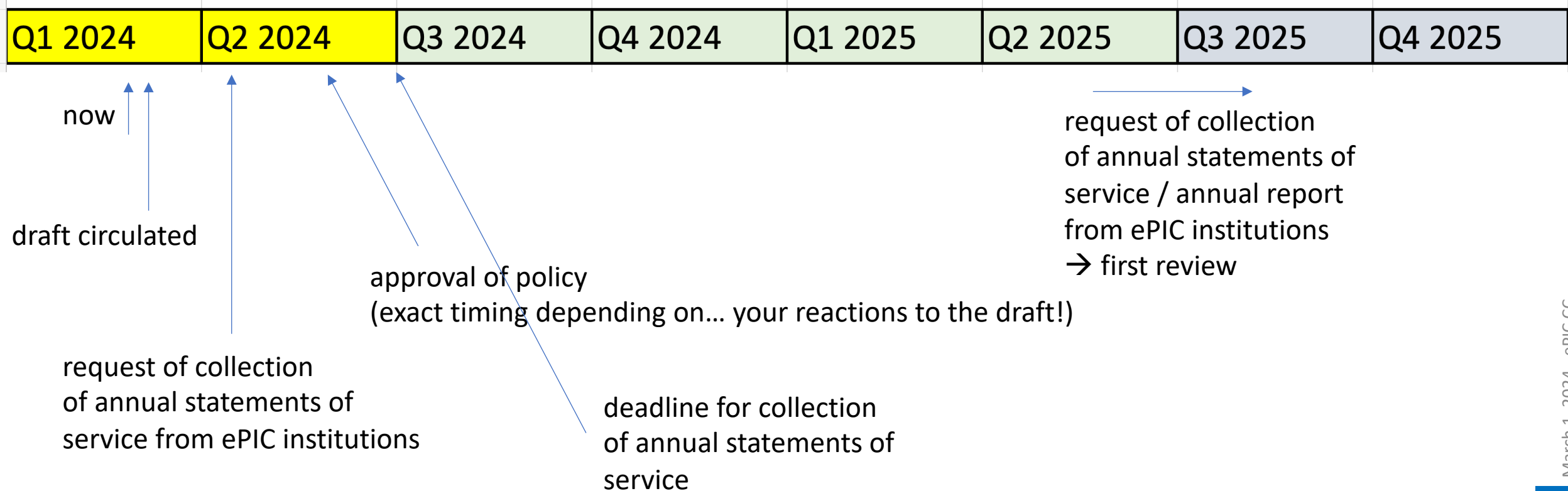
Timeline

Super brief recap from [January CC meeting](#)

eMC is preparing a draft membership policy for consultation

in parallel, eMC is preparing forms to collect “annual statement of service” (group commitment) from all ePIC institutions

Target timeline



What is relevant in the charter?



16 **4 Membership** 5

17 4.1 Membership in the collaboration 5

18 4.2 Admission and Suspension from the Collaboration 6

19 4.3 Good Standing in EPIC 6

20 4.4 Rights of EPIC members 6

21 4.5 Authorship 7

130 **4.3 Good Standing in EPIC**

The benefits of being in good standing...

131 The notion of being a "member in good standing" is crucial for determining access to experi-
 132 mental resources, as well as being a precondition for authorship of scientific and technical papers
 133 produced by the collaboration. Members in good standing must belong to institutions in good
 134 standing - if a group loses its standing, then all of its members do as well. However, individual
 135 members may lose their status, even if the group standing remains. Institutions will be reviewed
 136 yearly by EPIC CC, and held to standards determined by a Membership Committee. These
 137 standards will be fully documented, and may evolve by proposals to the collaboration council.
 138 They will include, but are not limited to, considerations of service work, shifts, and other con-
 139 tributions to the EPIC experiment. Finally, participation of a group's IR in Council matters
 140 will be an important part of a group's overall standing.

141 Upon creation of the EPIC collaboration, all currently-participating institutions will be pro-
 142 moted to good-standing based on their existing contributions. However, they will be reviewed
 143 during the next 6-12 months by the Membership Committee, and their continued good standing
 144 will rely on appropriate contributions made over that period.

All relevant but the key thing is having a policy to implement this...

Draft policy: how it is proposed to be organized?

1. ePIC membership policy scope
2. Obtaining and maintaining individual membership
3. Annual Statement of service
4. Initial institution good standing
5. Role of individual contributions to institutional good standing
6. Maintenance of institutional good standing
7. Evolution of institutional good standing
8. Membership withdrawal

In the next slides we present current thinking, exact text to be finalized in coming days...
Don't be worried (yet) by the **exact text**, this presentation is to communicate you the **ideas**



1. ePIC membership policy scope

This membership policy defines the process for establishing and maintaining "good standing" status both for institutions and collaboration members (ePIC Charter section 4.3).

For individuals good standing is a precondition for authorship status and for eligibility in leadership positions.

Institutional good standing requires annual collection of information from each institutio
This information will be utilized to ensure continuation of good standing for the institution, which is expected to be the typical outcome. When exceptions arise, the ePIC Membership Committee (eMC hereafter) will provide relevant information to the ePIC Collaboration Council for subsequent deliberations.

Individual good standing is envisioned by the charter as a one-time separate process requiring - specifically for authorship - an identifiable contribution of ePIC service work in addition from each individual (ePIC Charter section 4.5). In the current stage of the experiment, besides what specified at

scope!

institutional and individual group standing

process management (high level)

no very detailed process to achieve individual good standing for the moment, but we remind the principle...

eMC update

24 - ePIC CC



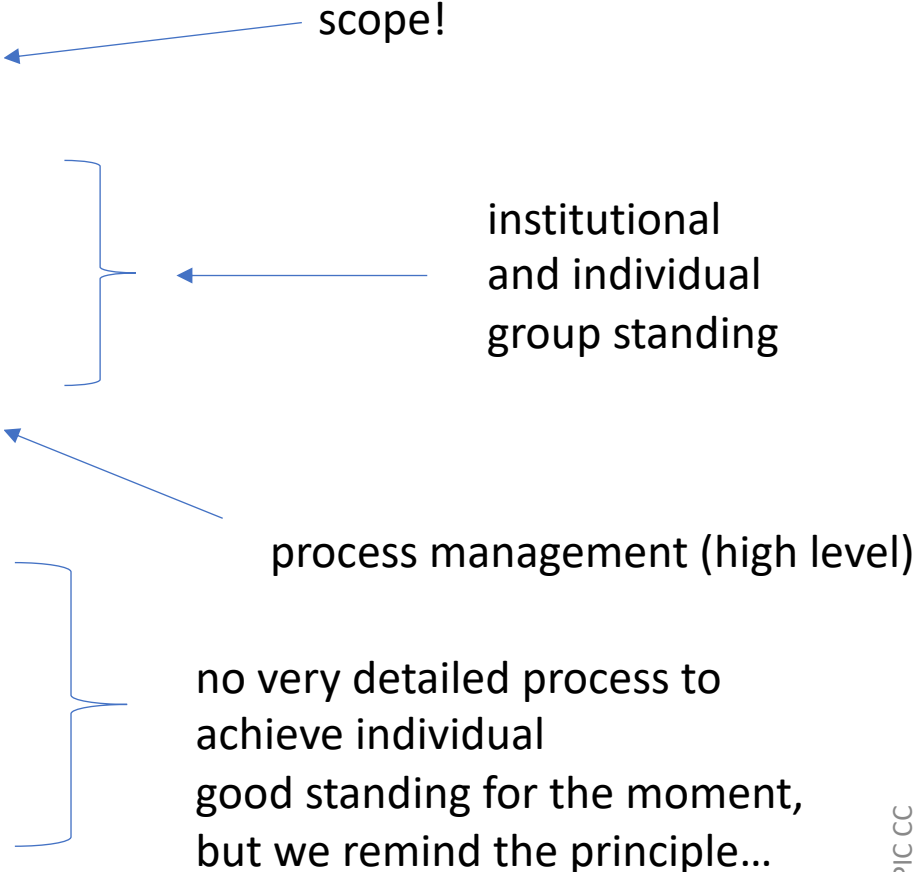
1. ePIC membership policy scope

This membership policy defines the process for establishing and maintaining “good standing” status both for institutions and collaboration members (ePIC Charter section 4.3).

For individuals good standing is a precondition for authorship status and for eligibility in leadership positions.

Institutional good standing requires annual collection of information from each institutio
This information will be utilized to ensure continuation of good standing for the institution, which is expected to be the typical outcome. When exceptions arise, the ePIC Membership Committee (eMC hereafter) will provide relevant information to the ePIC Collaboration Council for subsequent deliberations.

Individual good standing is envisioned by the charter as a one-time separate process requiring - specifically for authorship - an identifiable contribution of ePIC service work in addition from each individual (ePIC Charter section 4.5). In the current stage of the experiment, besides what specified at point 2 - it is not required, but the Collaboration should expect this requirement to evolve to something more substantive in the future.



2. Obtaining and Maintaining Individual Membership

Individuals become members of ePIC upon their registration with the Collaboration by their Institutional Representative. Upon registration each member has the rights of membership as outlined in the Charter.

In addition, all current members of ePIC upon acceptance of this membership policy will be placed into good standing. Collaborators joining after that date will obtain initial good standing upon completion of an initial period of membership that contributes to the success of the ePIC collaboration. This initial period of membership is expected to be at least 6 months of engaged participation and contributions to ePIC. At the end of this period, the institute CC representative should request the ePIC membership committee to review their contributions to become a member in good standing.



“registration”



initial good standing for individuals before and after policy is approved.
“6 months period”

4. Initial institutional good standing

Upon ePIC formation, all groups were given good standing pending a first review. Approval of this policy will trigger the solicitation of institutional statements of service and subsequent review, within one year.

New groups will be admitted as a member institute without good standing (e.g. with their members ineligible for signing papers or holding leadership positions) and achieve institutional good standing based on review of their proposed institutional commitment typically after 6 months, and then only upon request by their CC representative. After this, they follow the normal annual ePIC review process. The request for institutional review for good standing can be deferred, but only up to 3 years after joining ePIC.

This implements a “**bootstrap**” scenario in 2024, which will become a more formal process in 2025

Steady state: new groups joining after endorsement of the policy will have a period (typically 6 months) to “deliver” for ePIC and they can then ask for good standing (“trigger review”)

max 3-year deferral “protection clause”

5. Role of individual contributions to institutional good standing

The individual contribution of a given institution primarily serves as the basis for the annual institutional review. These individual contributions are specified in the institutional activity reports and their accuracy will need to be verified by the ePIC activity coordinators. If needed, the activity coordinators may delegate the sign-off to colleagues with a specified advisory role for the specific task.

the sum of individuals contributions makes the institutional good standing

In general individuals with good standing retain their status after leaving their ePIC institution for one year. It is the responsibility of the institutional CC representative to alert the eMC in a timely fashion of a current ePIC member leaving their institution.

one year clause for individuals leaving ePIC (note publication policy might further elaborate about exceptions here for specific papers etc, as well as special protection for EC scientists, etc.....)

Maintenance of institutional good standing



6. Maintenance of institutional good standing

Maintaining the good standing status of an institution will require substantial contributions to ePIC, at the present time in the form of service work towards, e.g. detector development, physics studies, or computing infrastructure. In the current policy, the total contributed work from an institute must equal or exceed 0.2 FTE (averaged over a year) per group member in good standing. The policy is expected to evolve throughout the different phases of the ePIC experiment (design, construction, operation), so this threshold may be higher in the future, and include specific requirements on service, e.g. for experimental shifts. The actual institutional contributions for a given period (typically a year) should be commensurate with the institutional commitment plan.

To monitor this, the eMC will organize annual reviews of institutional commitments.

1. Maintenance of institutional good standing will generally require service work, shifts and/or other contributions to the ePIC experiment.
 - a. In this current policy, the total contributed work from the institute must exceed or equal 0.2 FTE multiplied by the number of group members in good standing
 - b. The policy is expected to evolve throughout the different phases of the ePIC experiment (design, construction, operation)
2. Furthermore, the actual institutional contributions for a given period should be commensurate with the institutional commitment plan.
3. Annual review of institutional commitments
 - a. The eMC will carry out an annual review of institutional statements of service, starting in 2025
 - b. Input from ePIC activity coordinators (DSCs, Cross-cut committees, Physics convenors) will be needed to validate the declared contributions from each institution for the previous review period
 - i. Documentation of declared individual contributions can be in the form of internal notes on ePIC Document Server or talks on ePIC indico
 - ii. Activity coordinators are also encouraged to keep track of individual contributions on a regular basis
4. Institutional collaboration contributions
 - a. Institutions have responsibilities to the ePIC collaboration, eg CC meeting attendance and timely participation in CC elections
 - b. Suspension of an institutes' CC vote (as outlined in ePIC Charter v1.0, section 5.3) can serve as the basis for removal of institutional good standing

no shifts for the moment, but:
Contributions to ePIC should be at least **0.2 FTE x number of members**

We expect this to evolve in later stages of the ePIC experiment

details of the proposed **process**: annual review, leading either to continued good standing (the typical case) or potentially to **suspension** of GS.

5. Suspension of ePIC good standing
 - a. If the outcome of an annual review leads the eMC to conclude that an institutes good standing could be suspended, the procedure is as follows:
 - i. the eMC first discusses the problem with the group to address the issue
 - ii. If a viable plan cannot be worked out, then the committee escalates the issue to the ePIC management for further discussion.
 - iii. If there is still no agreed-upon solution, then a proposal to suspend good standing is brought to the CC chairs by the eMC and ePIC management
 - iv. Upon decision by the CC, the eMC implements the loss of status within the ePIC organization, i.e. by updating the relevant databases or lists.

7. Evolution of institutional commitments

ePIC will generally expect institutions to sustain contributions to their committed activity areas over multiple years.

However, it is understood that institutional commitments may evolve as institutions change in composition (gain/loss of students, engineers, etc.) and tasks are completed or evolve (from construction to commissioning of detectors, etc.)

Consideration of these changes will be reflected in the annual review process involving, as necessary, the ePIC management

We expect “multi-year” commitments, but we understand that circumstances can change.

The review process will specifically address major changes to each group.

8. Membership withdrawal for institutions

A member institution choosing to withdraw from the Collaboration must communicate their intent in writing to the ePIC Spokesperson, eMC chair and CC chair.

While circumstances may vary, it is preferred that such letters are sent at the time the annual reports are due, after fulfillment of proposed institutional commitments.

With respect to authorship of papers, institutional and individual membership cease one year after the institution has notified its intention to withdraw from the Collaboration.

We include a section for procedure to resign/withdraw your membership

- eMC close to circulate a draft policy (almost) as planned
- any immediate reaction today if we are missing something super big would be helpful!
- specific comments to the policy... → use your time for the consultation (minimum one month, discussing in your group etc.) and – overall - when you will have the final (draft) text!
- we will circulate then a 2nd iteration of the text in Q2/2024, incorporating your feedback, in due time and depending on the amount of comments. The target remains approval by CC by end of Q2/2024