

**ePIC Membership Policy**  
**v1.1 Approved by Collaboration Council August 2024**

## 1. ePIC membership policy scope

This policy defines the process, immediately following admission to the ePIC Collaboration, in which an institution and its members establish and maintain the status of “signing institution” and “author”, respectively (referred to in ePIC Charter v1.0, section 4.3 as “institution in good standing” and “member in good standing” -- we henceforth replace those terms with the new language here.).

Individual authorship (i.e. being designated an author) is a precondition for inclusion in paper author lists and for eligibility in leadership positions. Authorship also requires membership in a signing institution.

Maintaining signing institution status requires the annual collection and review of information about an institution’s members and their contributions to ePIC. When issues arise, the ePIC Membership Committee (“eMC” hereafter) will provide relevant information to the ePIC Collaboration Council (“CC” hereafter) for subsequent deliberations.

Becoming an individual ePIC author is envisioned by the charter as a once-per-person process requiring an identifiable contribution of ePIC service work from each individual (ePIC Charter v1.0, section 4.5). In the current stage of the experiment, this is reduced to a more generic contribution to the experiment. However, the Collaboration should expect the policy to evolve to something more substantive in the future.

This policy is intended to be revised as the ePIC Collaboration evolves, and the current version should be reviewed and updated no later than March 2026.

## 2. Annual statement of service

Continued authorship in the ePIC Collaboration requires membership in a signing institution and inclusion in an annual institutional “statement of service”.

The annual statement of service is intended to reflect institutional commitments for the coming year, and document contributions to ePIC carried out during the previous year. It is expected that the majority of institutions will maintain signing status, once obtained, while they are active members of ePIC. Exceptions to this are detailed below in Section 4.

The institutional CC representative(s) are responsible for completing and submitting the statement of service. The eMC will issue the call for submission after discussing it with the CC Chair and at least two months prior to the submission deadline. The eMC will be in charge of signing off on the statement after an appropriate review, also as described in Section 4.

The statement of service is required to include:

- A. A list of all institution members: name, current position, and commitment to ePIC in units of full-time equivalent (FTE) per year and whether they need individual authorship
- B. Association of each member to specific activity areas, where “activity areas” are any officially approved activity (detector, computing, physics, other WGs) within the Collaboration and provided in the existing ePIC organigram. Activities are expected to be added and removed from the ePIC organizational chart as the Collaboration evolves, and should be updated in new statements as needed.
- C. A brief comment and FTE declaration for each member’s contributions to their specific activity area(s) since the last statement of service submission
- D. A brief comment and FTE estimate for each member’s plans to contribute to their specific activity area(s) over the next year.

### 3. Initial institutional signing status

Upon ePIC formation, all institutions were designated as signing institutions pending a first review. Approval of this policy will trigger the solicitation of institutional statements of service and subsequent review. This process is expected to be completed within one year following the approval meeting.

New institutions will be admitted as a member institute without signing status (with their members thus initially ineligible for ePIC authorship, talks, and leadership positions). An institution will obtain signing status based on an initial review of its proposed institutional commitment, typically after 6 months (a duration which can be shortened with eMC approval, e.g. based on a major hardware or software contribution) and then only upon request by their institutional CC representative(s). After this, they follow the normal annual ePIC review process. The request for institutional review for signing status can be deferred, but only up to 3 years after joining ePIC. If the review of an institution is not successfully completed by that time, the eMC will refer the matter to the CC.

### 4. Maintenance of institutional signing status

Maintaining the signing status of an institution will require substantial contributions to ePIC -- at the present time in the form of service work towards detector development, physics studies, computing infrastructure, or other Collaboration work. In the current policy, the total contributed work from an institute must equal or exceed 0.15 FTE (averaged over a year) per group member with authorship status. The policy is expected to evolve throughout the different phases of the ePIC experiment (design, construction, and operations), so this threshold may be higher in the future, and include specific service requirements, e.g. for experimental shifts. In general, the institutional contributions for a given period (typically a year) should be commensurate with the institutional commitment plan of the previous year.

Some members of any particular group may not need to become members with authorship status, e.g. undergraduate students or technical staff. Those contributions are credited toward the total FTE for an institution while not increasing the number of authors. Thus, they effectively reduce the contributions needed by other members of their group to comply with the overall 0.15 FTE requirement. If an institution's commitments, e.g. to teaching, preclude satisfying this requirement, exceptions can be made upon request to the eMC or to the ePIC management.

Starting in 2025, one year after the expected approval of this policy, the eMC will organize annual reviews of institutional statements of service, which reflect contributions over the previous year and the work planned for the upcoming year. The eMC is responsible for signing off on the statement of service, with help from individual "activity coordinators" (defined as the set of DSLs and working group conveners across ePIC) -- both to assess individual contributions from the previous year (as discussed below in Section 5), and plans for the coming year. To aid in this process, and to provide accurate information at the end of the year, activity coordinators are encouraged to keep track of individual contributions on a regular basis.

While most contributions to institutional authorship status stem from the work of institute members, institutions also have substantial responsibilities to the ePIC Collaboration through their institutional CC representative(s), e.g. attendance at CC meetings and voting in CC elections. To emphasize the importance of this work, suspension of an institutes' CC vote (as outlined in ePIC Charter v1.0, section 5.3, based on lack of participation) can serve as the basis for an institution to have its authorship status suspended.

If the outcome of an annual review leads the eMC to conclude that an institute's signing status could be suspended, the procedure is as follows:

- A. The eMC will discuss the situation with the relevant CC member(s), and will inform the ePIC CC chair. Ideally, modest changes in the group's commitments to ePIC (and competing non-ePIC efforts) can be made to bring the group's commitments in line with their available workforce.
- B. If a viable plan cannot be worked out, then the eMC escalates the issue to the ePIC spokesperson for further discussion.
- C. If there is still no agreed-upon solution, then a proposal to suspend signing status is brought to the CC Chair by the eMC and ePIC spokesperson
- D. Upon decision by the CC (based on a supermajority vote, as discussed in charter section 4.2), the eMC implements the loss of status within the ePIC organization, i.e. by updating the relevant databases or lists. All members of an institution having its signing status suspended necessarily will have their individual authorship status suspended as well (ePIC Charter v1.0, Section 4.3). For those individuals holding authorship status upon suspension of the institutional signing status, their individual authorship status will be restored when institutional good standing resumes.

## 5. Obtaining and maintaining individual authorship status

Individuals become members of ePIC upon being registered with the Collaboration by their institutional CC representative. Upon registration, each member has the rights of membership without authorship, as stated in the ePIC Charter v1.0, Section 4.4.

Upon approval of this membership policy, all current members of ePIC will be given authorship status. Collaborators joining after that date can obtain authorship status 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 contribution to ePIC, but shorter durations can be envisioned during the early phases of the experiment. At the end of the 6 month period (or earlier, if an exception is granted by the eMC), the institutional CC representative(s) should ask the eMC to review the individual's contributions and their plans for the upcoming year, in consultation with the appropriate activity coordinators. The approval of the eMC is then sufficient to allow the individual to become an individual with authorship status.

Individual authorship status is generally understood to persist without incident, provided the author belongs to a signing institution. However, it should be noted that violation of the ePIC code of conduct, or other potential violations as identified by the DEI committee, could lead to suspension of individual authorship status, or even membership (see DEI policy for details)

If an author moves to a different signing institution, their authorship transfers immediately to the new institution. If they move to a newly-admitted institution without signing status, the individual can retain their status for up to one year, associated with their previous affiliation until the new institution achieves signing status. If they leave the ePIC Collaboration altogether, they retain their authorship status for one year, associated with their previous affiliation. It is the responsibility of the institutional CC representative(s) to alert the eMC in a timely fashion when a current ePIC member leaves their institution.

## 6. Evolution of institutional commitments

The ePIC Collaboration generally expects institutions to sustain contributions to their declared 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 (e.g. as ePIC moves from construction to detector commissioning).

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

## 7. Membership withdrawal for institutions

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

The departing institution is expected, however, to make its best efforts to fulfill the institutional commitments enumerated on its last submitted annual statement of service.

In order to allow for the completion of ongoing scientific work, institutions maintain their signing status for one year after it has notified its intention to withdraw from the Collaboration. Similarly, individual authorship status is extended to all of the group's members who had such status at the time of the departure. This allows the institution and its members to remain on scientific and technical papers released during this period.