

# Update to the ePIC Membership Policy

Version v2.1

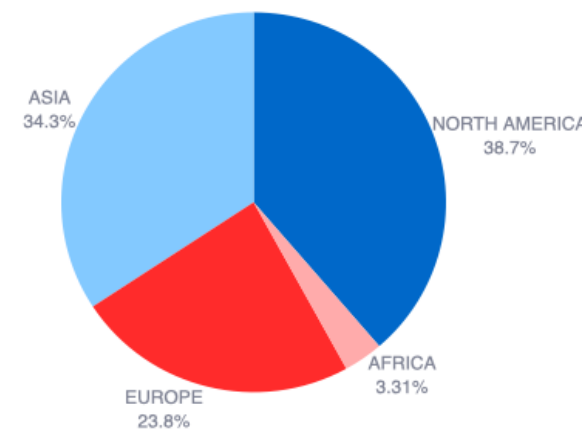
ePIC Collaboration Council

29 May 2026

E. Lancon (BNL) · C. Munoz (IJCLAB)

*For the ePIC Membership Committee*

**Total Institutions: 181 (2026)**



# Membership Committee composition

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*The ePIC Membership Committee (eMC).*

## **Chairs**

- Eric Lancon (*Chair*)
- Carlos Munoz Camacho (*Vice-Chair*)

## **Members**

- Pietro Antonioli
- Friederike Bock
- Helen Caines
- Yulia Furletova
- Bedanga Mohanty
- Silvia Niccolai
- Marzia Rosati
- Kenta Shigaki
- Peter Steinberg

# Why an update is needed

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## 1. Charter v2.0 requirements

Charter v2.0 introduced new requirements not covered in Policy v1.1 (Aug. 2024):

- Individual contribution-based authorship,
- Affiliate Member Institutions, and
- Emeritus Collaborator status

## 2. 2025 Statement of Service (SoS) lessons learned

The first SoS cycle showed

- Inconsistent FTE reporting,
- Unclear task categories, and
- Ambiguous treatment of postdocs, technical staff, and coordinators

# First SoS cycle: what we learned

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*The eMC thanks the institutions, IRs, and activity coordinators who participated in the 2025 SoS cycle.*

Limitations grouped in three areas

## REPORTING

- **Inconsistent FTE reporting**

No common FTE baseline across institutions

- **Incomplete contributor recognition**

Some contributions missing or not recognized at activity level

## STRUCTURE

- **Ambiguous task definitions**

No common framework for categorizing contributions

- **Coordination work misattributed**

Leadership and coordination effort not consistently recognized

## PEOPLE

- **Inconsistent personnel categories**

Postdocs and technical staff handled differently across institutions.

- **Coordinators confirm participation, not FTE**

Coordinators validate participation, not FTE levels

*These issues reflect limitations of the initial policy framework, not lack of community engagement.*

# Policy v2.1: scope and principles

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## 1. Lightweight framework

Policy v2.1 remains intentionally lightweight during the current detector-design phase

## 2. Individual contribution model

Active collaborator status is based on attested individual contribution

## 3. Institutional evaluation

The 0.15 FTE threshold is evaluated after active collaborator attestations are completed

**v1.1**

$$\text{FTE per Author} = \frac{\text{institution FTE}}{\text{Authors}} \geq 0.15$$

**v2.1**

$$\text{FTE per Active Collab.} = \frac{\text{institution FTE}}{\text{Active Collaborators}} \geq 0.15$$

*Clearer recognition of contributions, not tighter control.*

# The v2.1 framework

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## PhoneBook

*Central registry for task catalog, attestations, membership data and FTE*

### Task Catalog

*Recognized contribution categories*



### Coordinator Attestation

*Participation validated against defined tasks*

## Coordinators publish tasks

Each activity defines a small set of recognized tasks before the SoS opens, including a description, expected contribution, and typical duration. Tasks may evolve during the year.

## Coordinator Attestation

Coordinators confirm participation against Task Catalog entries, not FTE. Contributions are assumed satisfactory unless concerns are raised.

# Active Collaborator: the individual path to authorship

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Charter v2.0 §4.4 requires an **identifiable individual contribution** for authorship. Policy v2.1 defines how to satisfy it.

## To become an Active Collaborator

- ~6 months sustained contribution
- Coordinator attestation
- eMC confirmation

## To maintain status

- Member or Affiliate Institution affiliation
- SoS participation
- Annual attestation

## Why this matters

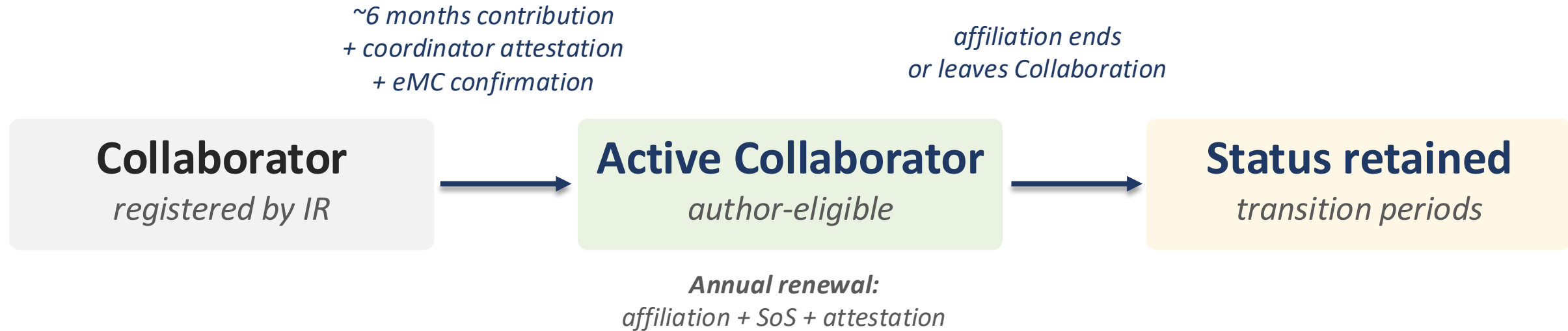
- Aligned with Charter v2.0
- Required for leadership roles
- Clarifies authorship eligibility

*Active Collaborator status establishes eligibility for authorship.*

*Final author lists for individual publications are determined by the Publication Committee according to the Collaboration Publication Policy.*

# Active Collaborator status: lifecycle

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## Exceptions (§6.4)

Active status maintained without standard attestation: sabbatical (1 year), career transition (1 year), thesis completion, emeritus.

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## Retention (§5.3, §6.6)

Institutional suspension does not change immediately individual status. If the institution leaves or is dismissed, 1 year to affiliate elsewhere. 1 year status after leaving the Collaboration.

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## Transfer (§6.6)

Status carries over when moving between Member Institutions. Up to 1 year retention when joining a new institution.

# New institutions: Member or Affiliate

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*Policy v2.1 §5.2. New institutions are not automatically granted Member Institution status.*

## Member Institution

- $\geq 2$  PhD-level collaborators
- Meets FTE commitments
- Reviewed within ~6 months
- Engineering/computing waivers possible

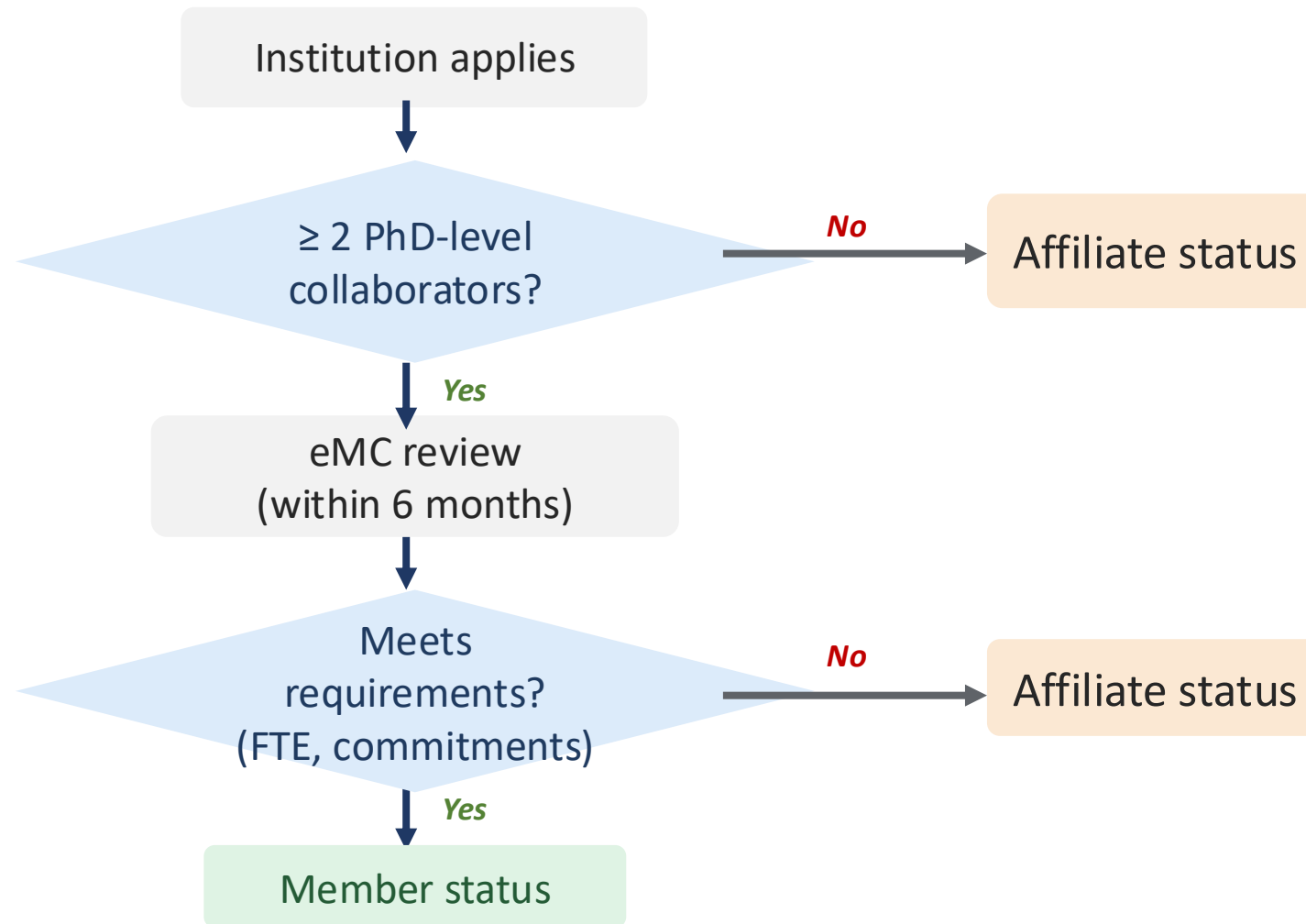
## Affiliate Member Institution

Charter v2.0 §4.2. Affiliate status applies when:

- Below full membership threshold
- Developing institutional commitment
- Annual review
- Eligible for becoming member institution

# Admission of a new institution

Decision path under Policy v2.1 §5.2 and the Charter v2.0 §4.2 Affiliate route.



# Role Registration (§4.3)

A dedicated category of Task Catalog entries for formal ePIC roles.

## What it covers

Appointed positions with responsibilities spanning an activity rather than a single task.

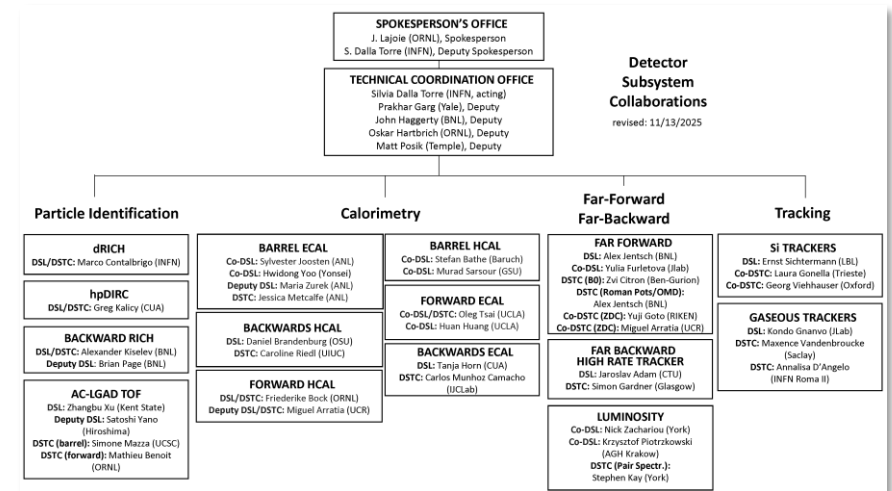
- Detector Subsystem Leads,
- Deputies,
- Working Group conveners, and
- Coordination-office roles.

## How it works

- Registered in Task Catalog
- Maintained by eMC
- Preserved across SoS cycles

## Why it matters

- Recognizes coordination work.
- Automatically satisfies attestation during appointment.



# Institutional Attestation (§6.3)

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*Capturing contributions made through institutional responsibilities.*

## Why is it needed?

Some institutional contributions are not naturally captured through activity-based coordination structures. For example, senior academic supervision, internal institutional support, coordination.

## How it works

- IR attestation may replace coordinator attestation
- Linked to a registered Institutional Contribution entry
- Recorded in the PhoneBook

## Safeguards

- Limited number per institution
- Brief justification required
- Reviewed as part of the SoS

*Intended for exceptional institutional contributions, not as a parallel authorship path.*

# Maintaining membership: exceptions and special cases

*Policy v2.1 §6.4 and §5.3. Status may be retained without standard attestation in specific circumstances, subject to eMC approval.*

## Individual exceptions (§6.4)

- Sabbatical: 1-year grace period
- Career transition: temporary continuity
- Thesis completion support
- Emeritus Collaborator renewal

Exceptions remain subject to eMC review

## Institutional changes (§5.3)

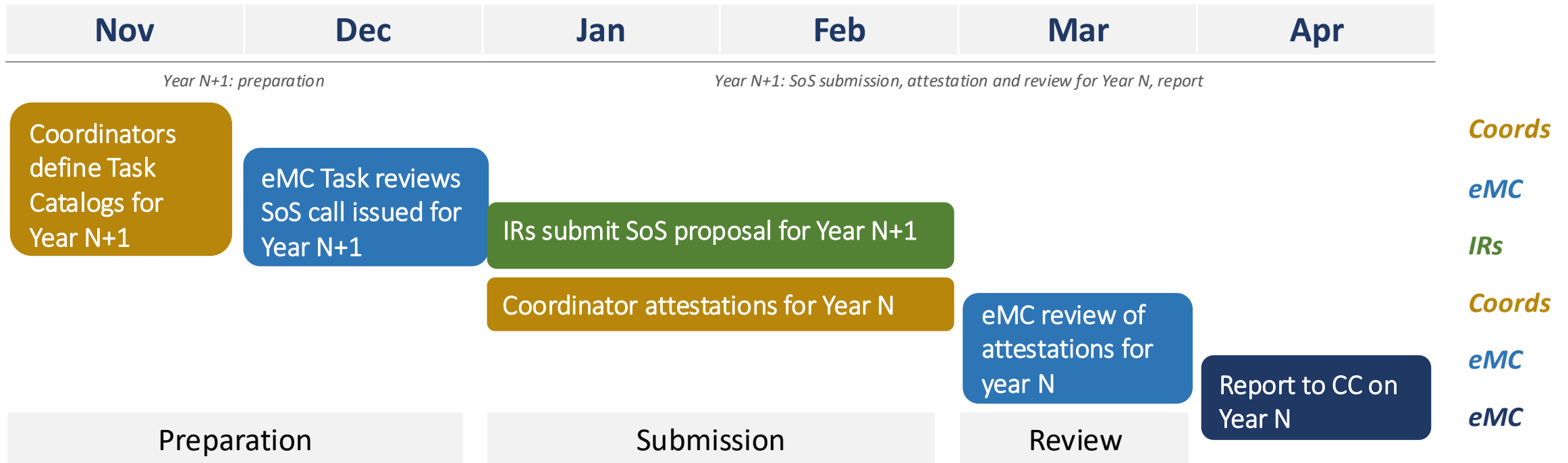
- If institution requirements (0.15 FTE or two collaborators holding PhD) are no longer met, the eMC discusses the situation with the IR and informs the CC Chair.
- Persistent shortfalls may lead to Affiliate status review, with escalation to the CC if not resolved.

Individual Active Collaborator status remains protected

*Note: when an exception applies, the IR informs the ePIC PhoneBook admins at BNL so the record is updated.*

**No automatic downgrade.** The eMC discusses each case with the institution before any recommendation.

# The annual cycle: timeline view



## IR submission contains:

list of members · proposed FTE per member · intended Active Collaborator status · assignment to one or more activity areas

*IRs may edit entries throughout the SoS call window.*

# Key takeaways

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## v2.1 establishes

- Alignment with ePIC Charter v2.0
- Individual contribution-based eligibility for authorship
- Clearer institutional accountability
- Lightweight governance appropriate for current phase of collaboration

*The goal is clearer and more consistent recognition of contributions, not tighter control.*

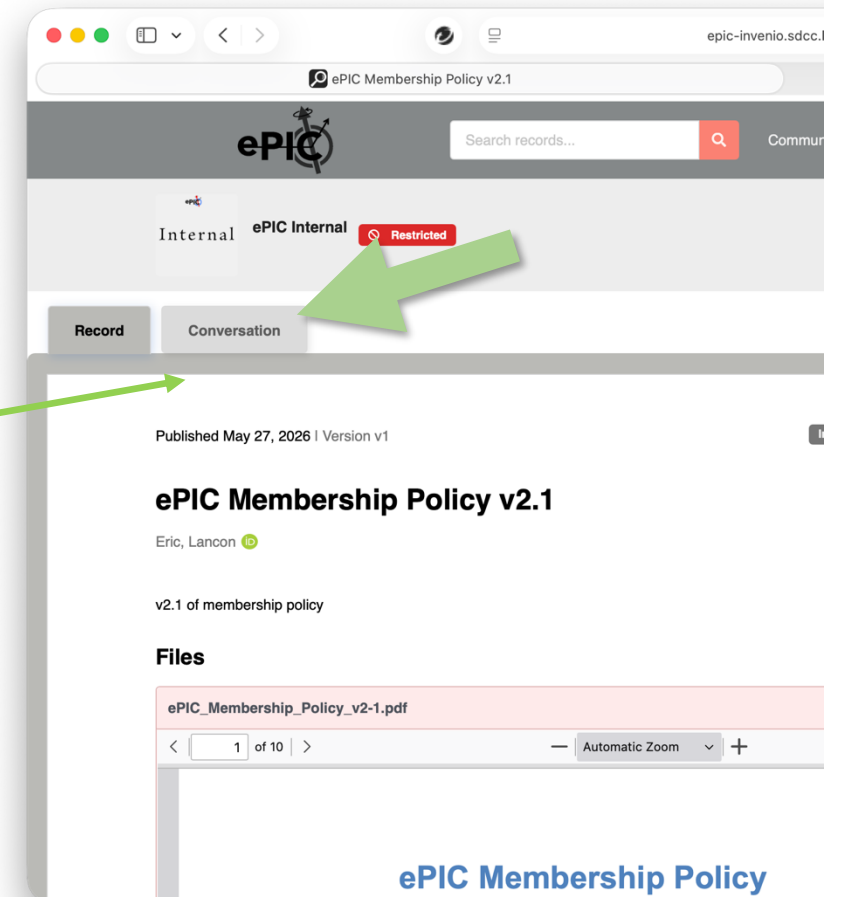
# Feedback and questions

## Documents

- **Policy v2.1** (this proposal): attached to the Indico page for this meeting and [here](#)
- **Policy v1.1**: also attached to the Indico page for reference.

## How to provide feedback

- **'Conversation' TAB**
- email to [epic-cc-membership-committee-l@lists.bnl.gov](mailto:epic-cc-membership-committee-l@lists.bnl.gov)



*The eMC welcomes feedback before finalizing the version for adoption.*

Thank you!