



Update to the ePIC Membership Policy

Version v2.2

ePIC Collaboration Council
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For the ePIC Membership Committee

Year: 2026		
Countries	Institutions	Collaborators
27	186	1150

Current Membership Committee composition

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 update the Membership Policy?

New membership policy

1.

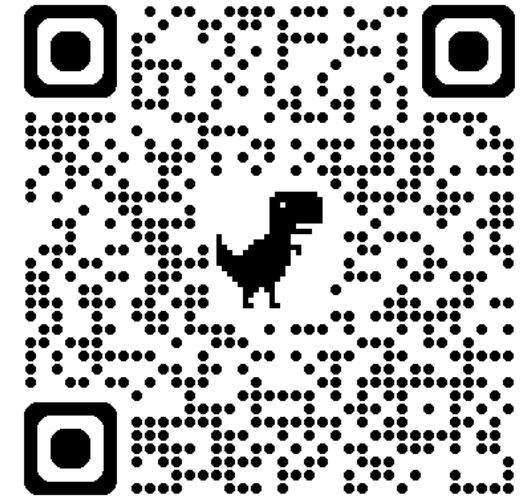
Charter v2.0 introduced

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

2.

Lessons from the first SoS cycle

- Inconsistent FTE reporting,
- Unclear task definitions,
- Inconsistent treatment of personnel categories



Charter v2.0 introduced new requirements, and the first SoS cycle identified practical improvements.

First SoS cycle: what we learned

The eMC thanks the IRs, and Activity Coordinators who participated in the 2025 SoS cycle.

Limitations grouped in three areas

REPORTING

- **Inconsistent FTE reporting**

FTE interpreted differently across the collaboration

- **Some important contributions were not captured**

STRUCTURE

- **Ambiguous task definitions**

No common task framework

- **Coordination work**

Leadership effort not consistently recognized

PEOPLE

- **Different treatment of personnel categories**

Postdocs and technical staff handled differently across institutions.

- **Coordinator role**

Recognize contributions, not FTE

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

Changes since the May CC discussion

- **Activity Coordinator** definition broadened to cover all ePIC coordination structures
- **Time-weighted calculation of both FTE and Active Collaborator** counts

Fair treatment when membership changes during the year, Examples:

- A full-time contribution for six months → **0.5 FTE**
- Active Collaborator for six months → **0.5 Active Collaborator**
- **Admission requirement** reduced from **two** to **one PhD-level** collaborator (or equivalent), with explicit accommodation of engineering, technical, and computing institutions.
- Editorial improvements and consistent terminology.

What has not changed

The proposal preserves the principles presented to the CC in May

- **Individual contribution** remains the basis for authorship.
- **Active Collaborator** status still requires attestation and eMC confirmation.
- **Institutions** continue to satisfy the **0.15 FTE per Active Collaborator** requirement.
- The framework remains intentionally **lightweight** during the current detector design phase.

The roles

Charter v2.0 requires identifiable individual contributions for authorship. The four roles defined in §2 are how that requirement is implemented.

Collaborator

Registered by an Institutional Representative.
Basic membership category.

Institutional Representative (IR)

Registers Collaborators, submits the annual SoS, and provides Institutional Attestation in exceptional cases.

Activity Coordinator

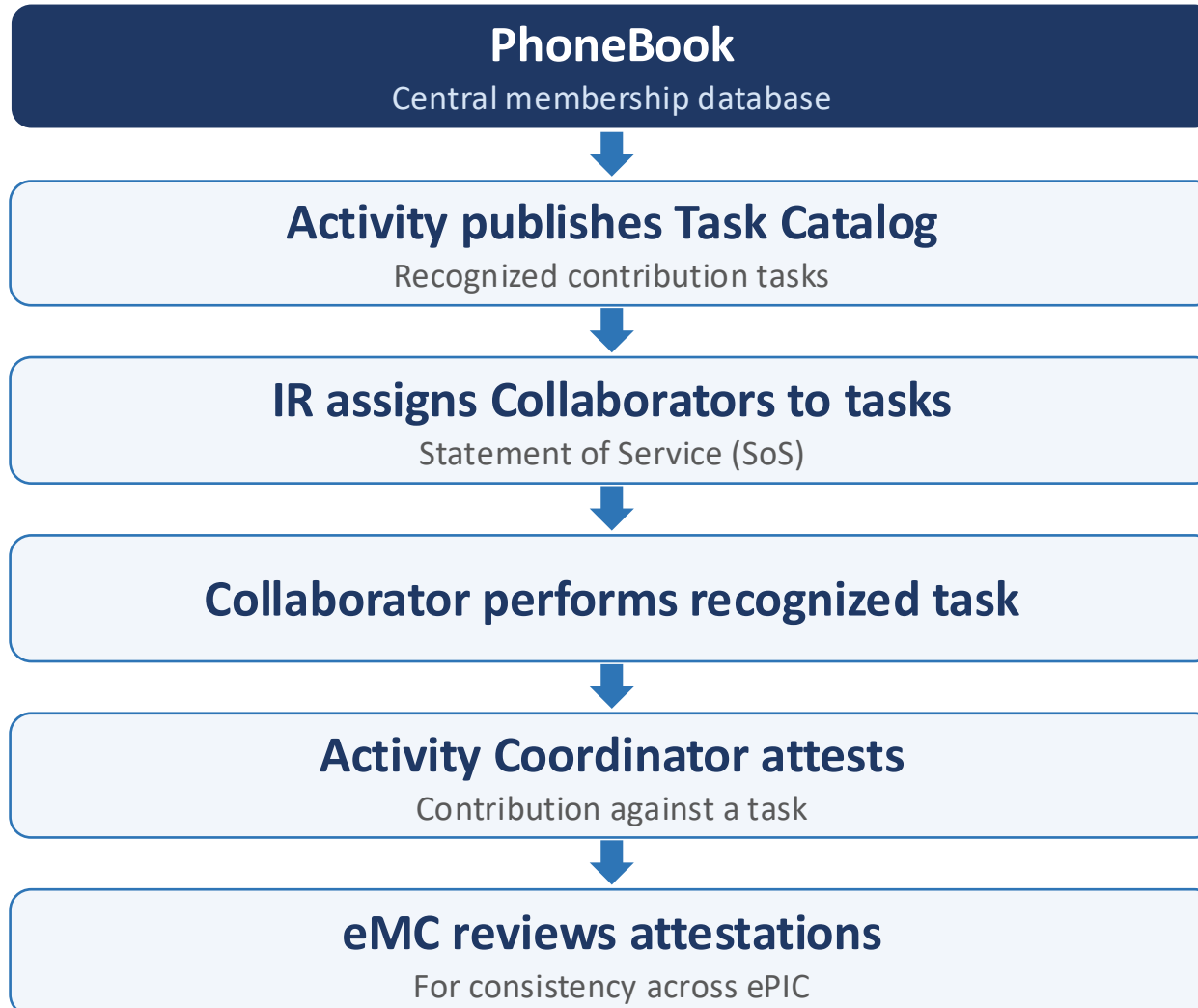
Leads an ePIC activity, defines annual tasks, reviews contributions and issues attestations.

Active Collaborator

Collaborator whose contribution has been attested and confirmed by the eMC.
Required for authorship and leadership.

Activity Coordinators are registered leadership roles (§4.3)

The v2.2 framework



Principles

- Activities define recognized tasks.
- IRs assign Collaborators to tasks in the SoS.
- Contributions are evaluated against recognized tasks, not FTE.
- PhoneBook stores tasks, attestations, and membership.

Active Collaborator: the individual path to authorship

Charter v2.0 requires an **identifiable individual contribution** for authorship. Policy v2.2 defines how to satisfy it.

To become an Active Collaborator

- Typically after six months of contribution
- Activity Coordinator attestation
- eMC confirmation

To maintain status

- Affiliation to a Member or Affiliate Institution
- SoS participation
- Annual attestation

Why this matters

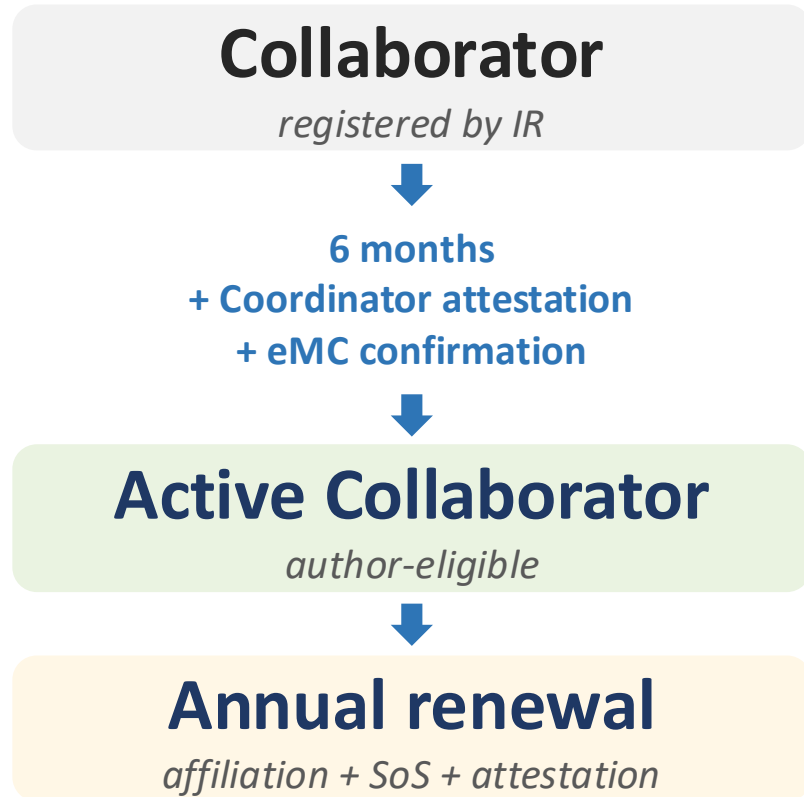
- Aligned with Charter v2.0
- Required for leadership roles
- Clarifies authorship eligibility

Active Collaborator status establishes eligibility for authorship.

Final author lists for individual publications are determined by the Publication Committee

Active Collaborator status: lifecycle

NORMAL PATH



Active Collaborator status is never removed automatically.
The eMC discusses each case with the institution before any recommendation.

SPECIAL CASES

Exceptions (§6.4)

Status maintained without attestation:

- sabbatical
- career transition
- thesis completion
- emeritus

Retention (§5.3, §6.6)

Institutional suspension does not change individual status immediately.

- If the institution leaves or is dismissed, one year to affiliate elsewhere.
- One additional year of status after leaving the Collaboration.

Transfer (§6.6)

Moving between institutions:

- Carries between Member Institutions
- Up to one year at a new institution

Institutional changes (§5.3)

Individual Active Collaborator status remains protected.

- Temporary shortfall: eMC discusses with the IR and informs the CC Chair.
- Persistent shortfall: Affiliate status review, escalated to the CC if unresolved.

New institutions: Member or Affiliate

Policy v2.2 §5.2. New institutions are not automatically granted Member Institution status.

Member Institution

- ≥ 1 PhD-level collaborator
- Meets FTE commitments (0.15 FTE per Active Collaborator, time-weighted over the year)
- Waivers possible for engineering, computing
- CC voting right

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
- Participate to CC

The FTE requirement is unchanged; the denominator has changed.

In v2.2, institutional FTE is evaluated after the individual attestations.

$$\text{v1.1} \quad \frac{\text{institution FTE}}{\text{Authors}} \geq 0.15$$

$$\text{v2.2} \quad \frac{\text{institution FTE}}{\text{Active Collaborators}} \geq 0.15$$

Registered Leadership Roles

Formal leadership roles are registered in the PhoneBook, so leadership responsibilities are recognized independently of the annual SoS.

What is recorded

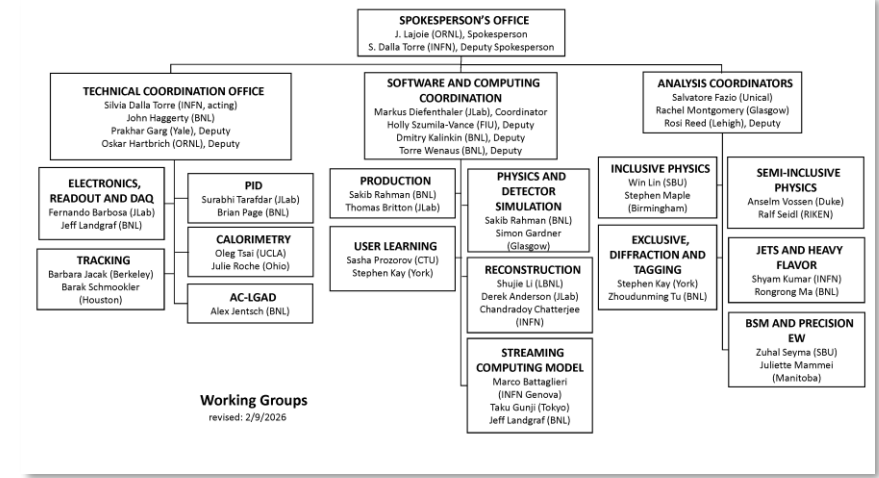
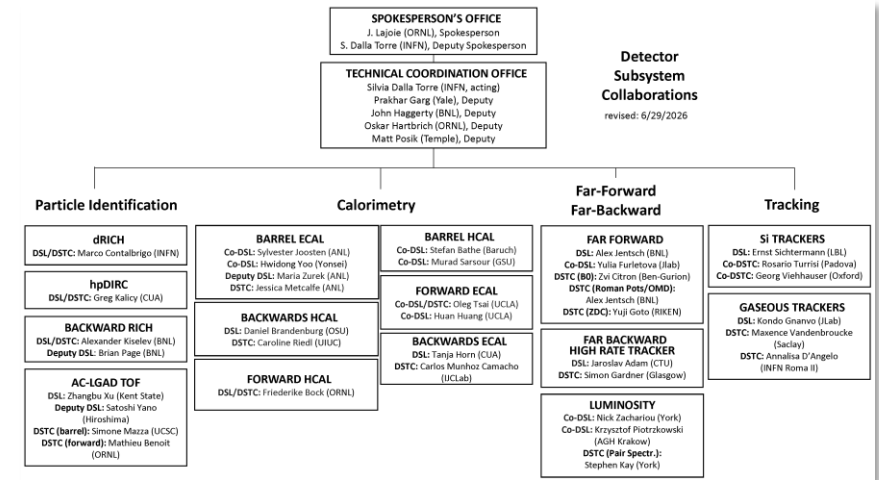
Formal leadership roles recognized by the collaboration (ePIC org. charts)

These are the Activity Coordinators

- Detector Subsystem Leads and Deputies
- Detector Technical Coordinators
- Working Group Conveners
- Coordination Offices

Effect

- ✓ Recognizes coordination responsibilities
- ✓ Preserves appointments across SoS cycles
- ✓ Satisfies the annual Activity Coordinator attestation while serving



Institutional Attestation (§6.3)

Recognizing contributions made through institutional responsibilities.

Why is it needed?

Some institutional contributions are not captured through activity-based coordination structures. Examples include academic supervision, institutional service and other institution-specific responsibilities.

How it works

- IR attestation may replace the Activity Coordinator attestation
- Linked to a registered institutional contribution
- Recorded in the PhoneBook

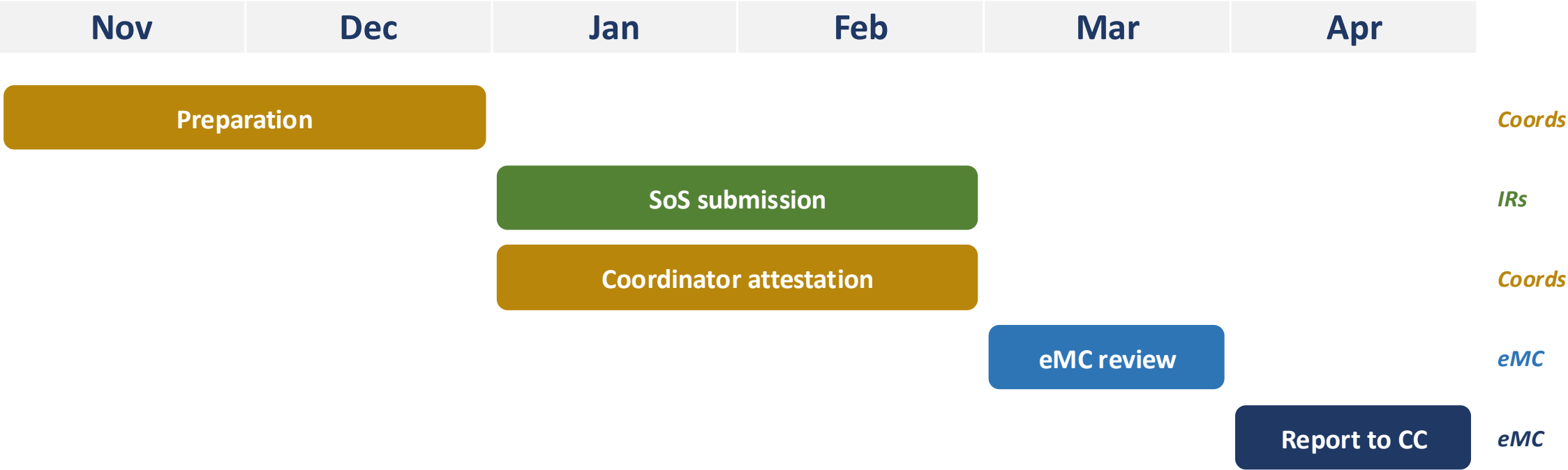
Safeguards

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

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

Annual SoS cycle

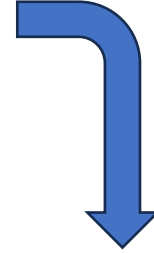
Work performed in Year N is reviewed during Year N+1.



IR submission includes:
list of members · proposed FTE per member · requested Active Collaborator status · assignment to one or more activity areas
IRs may edit entries throughout the SoS call window.

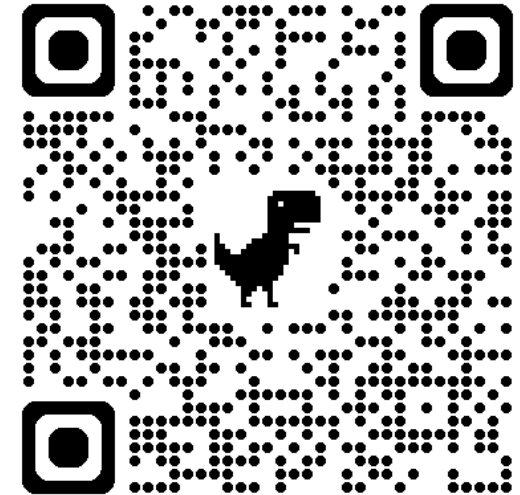
Key takeaways

New membership policy



Policy v2.2

- ✓ Aligns with Charter v2.0
- ✓ Makes authorship based on individual contributions
- ✓ Clarifies institutional responsibilities
- ✓ Keeps governance lightweight



The goal is clearer recognition of contributions—not additional bureaucracy.

Thank you!

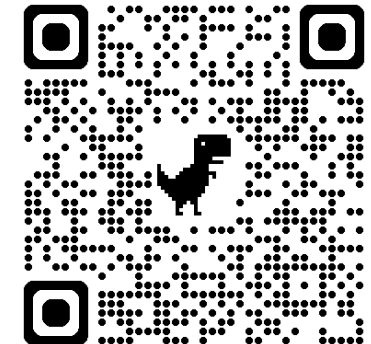
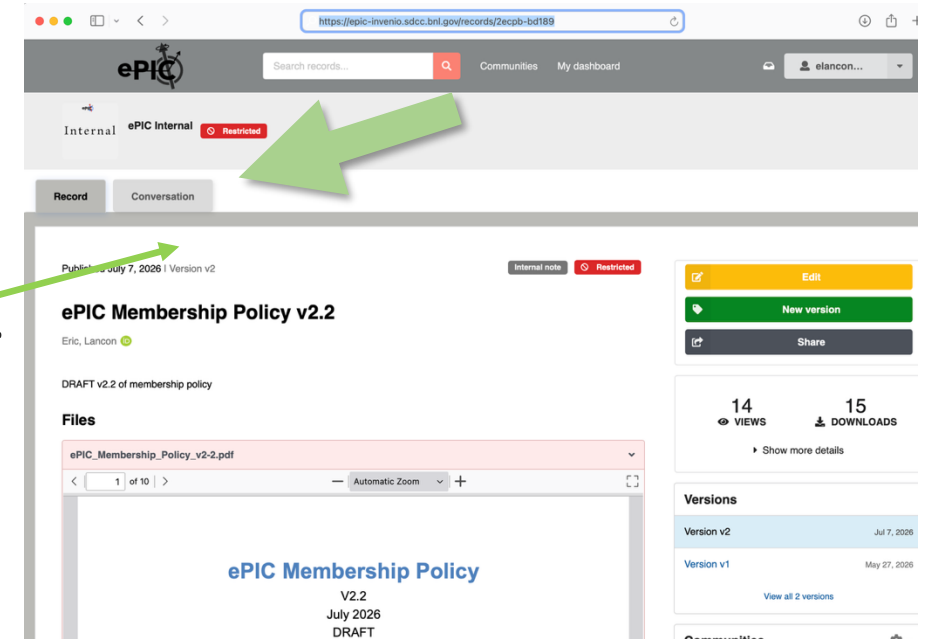
Feedback and questions

Documents

- **Policy v2.2** (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



The eMC welcomes feedback and comments

Backup

Admission of a new institution

Decision path under Policy v2.2 §5.2 and the Charter v2.0 §4.2 Affiliate route.

