

Bylaws of the MPD Collaboration

Adopted April 13, 2018

Amended April 16, 2019

Amended with adopted Publication Policies, Nov. 27, 2019

Preamble

A group of Institutes from JINR Member and non-Member States, and teams from the JINR Laboratories already involved in the JINR MPD/NICA project within the JINR Topical Plan theme 02-0-1065-2007/2019, (hereinafter referred to as the Collaboration), have agreed to collaborate in order to build, and perform experiments with, the Multi-Purpose Detector (MPD) at the NICA collider.

The Collaboration shall abide by the "Regulation for the organization of experiments conducted by international collaborations using the capabilities of the JINR basic facilities":

(http://www.jinr.ru/wpcontent/uploads/JINR_Docs/Regulation_for_the_organization_of_experiments_eng.doc).

The Collaboration shall also abide by the regulations laid down in the present document (hereinafter referred to as the Bylaws). The bylaws are an internal document of the MPD Collaboration that stipulates the basic operational and organizational principles of the Collaboration and the structure of its managements bodies.

By adopting these bylaws, each collaborating institute shall accept its provisions.

I. Collaboration Membership

1. Institutions

Institutions (universities or laboratories) shall be admitted to the Collaboration or removed from it by the Institutional Board upon recommendation of the Spokesperson and upon receiving an affirmative vote of at least 50% of the IB members and at least 75% of the IB members participating in the vote.

Normally, each institution shall have at least two scientists (at least one of them with a PhD) who are members of the MPD Collaboration.

Two or more institutions may form a consortium to join MPD. They shall designate one representative on the IB. "Institution" hereafter stands for institution and consortium.

An institution with one scientist can be associated with, and represented on the IB by, an existing MPD institution.

Institutions which fall below two scientists may continue as collaborating institutions, but without IB voting right.

Each institution is responsible for its list of members and for designating its group leader that will represent it in the Institutional Board.

It is expected that a Memorandum of Understanding (MoU) between each institution, the host laboratory JINR and the Collaboration shall be implemented within one year from the time of joining the Collaboration. These MoU shall define the rights and obligations of each collaborating institution. In particular, it is expected that each institution shall make an appropriate contribution to the funding of the detector construction and operation.

It is also expected that each MPD institution shall fulfill its responsibilities for an appropriate share of shifts and ensure that its members participate in experimental operations like beam tests, detector calibrations and other service work as determined by the Institutional Board or the Executive Council.

2. Members

Scientists, engineers and students associated with an Institution that has been admitted to the MPD Collaboration and that are making a significant contribution to the MPD Collaboration are eligible to be members of the Collaboration.

All individual members are expected to participate in collaboration activities, both scientific and technical, in a collegial manner respecting the cultural and ethnic diversity within the collaboration.

All individual members are expected to abide by the MPD bylaws and other adopted policies. They are also expected to abide by the JINR rules and procedures while present at the host premises.

Honorary or emeritus members, nominated by at least one IB member, are admitted to the MPD Collaboration and/or to the IB upon a majority vote. Honorary or emeritus members on the IB will have voting rights unless they are already represented on the IB.

II. Institutional Board

1. Function

The Institutional Board (IB) shall deal with general issues which concern the MPD Collaboration as a whole. Examples include the organization and governance of the Collaboration, adoption and amendments of bylaws, admission of new institutions to the Collaboration, publication policy and issues affecting graduate students.

The Institutional Board is responsible for the election of the Spokesperson every three years, the election of two or more members of the Executive Council every year and the endorsement of the Deputy Spokesperson(s) and Project Manager.

2. Membership

Membership shall consist of one MPD member from each collaborating institution who shall represent the members from that institution. Each institution shall select its representative. Substitution of representatives at meetings shall be allowed.

The Spokesperson, Deputy Spokesperson(s), Project Manager and up to two leaders of the JINR NICA Theme are ex-officio members of the Institutional Board. The junior members (students and post-docs) of the collaboration shall be allowed to have one member in the IB.

The IB members shall elect one of them as IB Chairperson. The IB Chairperson shall serve for a maximum of two consecutive terms of 3 years each.

3. Meetings

The meetings of the Institutional Board shall be chaired by the IB Chairperson or by his/her designated representative. They shall be held at least twice per year, normally in conjunction with Collaboration meetings. They shall be open or closed at the discretion of the IB Chairperson.

Not later than during an IB meeting the time and place of the next IB meeting shall be decided. Notice of at least four weeks shall be given to IB members indicating the nature of the issues to be considered. The draft agenda for the meeting shall be prepared by the IB Chairperson in close consultation with the Spokesperson. The agenda and any associated documentation should be made available to IB members at least two weeks before the meeting, clearly stating the issues requiring a vote.

Any IB member unable to attend a given meeting can name a substitute from his/her institution.

The IB Chairperson shall ensure that minutes of IB meetings are taken and published within two weeks of the meeting date. The IB Chairperson may appoint an IB Secretary to record and circulate the minutes and to distribute announcements of IB meetings.

4. Voting

The Institutional Board shall make decisions based on a simple majority of the IB members who have voted, without counting abstentions, unless otherwise specified in these bylaws. In case of ties, runoff rounds will be conducted. A quorum of at least 50% of the IB members is required for any vote to be valid.

An absent member may appoint another member of the IB or of his/her institution or the IB Chair or the IB Secretary as a proxy by so notifying the IB Chair or the IB Secretary in advance of the voting. An absent member can specify how his/her vote is to be cast or leave this decision to the member who has been appointed as proxy.

Electronic voting on issues and candidates presented for a vote shall be allowed. Scheduled meetings of the IB shall always allow remote participation with votes cast by IB members or proxies.

III. Executive Council

1. Function

The Executive Council directs the execution of the MPD project. It shall establish scientific priorities for the experiment. It shall review and act on recommendations of the Spokesperson regarding all issues of major importance to the Collaboration.

The Executive Council may appoint review committees and task forces to provide advice on technical, scientific and technological decisions, as needed.

2. Membership

The Executive Council shall be composed of the following members:

- Spokesperson, Deputy Spokesperson(s), Project Manager, and IB Chairperson.
- Six members elected by the Institutional Board.
- Two members appointed by the Spokesperson that shall serve at his/her discretion. Appointments by the Spokesperson shall be approved by the IB.

All elected members of the Executive Council shall serve for a period of three years, with the exception of the first election. For the first election, candidates will be ranked according to the number of votes they receive. The two highest ranked candidates will serve three years, the next two will serve two years, and the next two will serve one year. With this staggering scheme, two members will be elected every year ensuring continuity of the EC work. Members of the Executive Council shall be chosen for their scientific judgment, technical expertise, and commitment to the experiment, not as representatives of any particular institution or detector subsystem.

3. Meetings

Meetings of the Executive Council shall be held at least once every two months and shall be chaired by the Spokesperson, or by his/her designated representative. The Project Manager shall report on the technical progress and financial state of the MPD project at each meeting of the Executive Council. Minutes of the Executive Council shall be made available to the collaboration.

IV. Spokesperson

1. Function

The Spokesperson is the representative of the Collaboration in scientific, technical, computing and managerial issues involving the design, construction and operation of the detector and its upgrades. In particular, the Spokesperson represents the Collaboration to the PAC-PP, to the JINR management and to the outside world.

For the duration of his/her duties, the Spokesperson shall be resident at JINR for at least 80% of his/her time.

The Spokesperson meets regularly with the VBLHEP Director and reports on the progress and needs of the MPD project.

The Spokesperson is responsible for the publication of scientific results in a timely and responsible fashion.

The Spokesperson may appoint review committees and task forces to provide advice on technical, computing, scientific and managerial decisions, as needed.

The Spokesperson may appoint one or more Deputy Spokespersons subject to the approval of the Institutional Board.

2. Selection of candidates

The Spokesperson shall be elected by the Institutional Board for a three-year renewable term. An individual is eligible to serve at most two consecutive terms as Spokesperson. The Spokesperson is elected ad personam. He/she shall not represent any country, institution or activity within MPD.

The Institutional Board shall establish an ad hoc nominating committee at least 12 weeks before the election of the Spokesperson. The committee, consisting of a Chairperson and at least two members of the Collaboration shall be appointed by the IB. The committee shall actively seek candidates and solicit nominations. Candidates for Spokesperson may be nominated by any member of the collaboration.

The nominating committee shall present the list of candidates to the collaboration at least 4 weeks before the election.

The nominating committee shall prepare and oversee the voting process when the election takes place.

3. Voting

Voting for Spokesperson will be carried out by a secret ballot. A minimum of 75% of Institutional Board members must vote in the Spokesperson's election for a valid vote. A candidate for Spokesperson can be elected only if he/she receives more than 50% of all votes cast, including abstentions. If no candidate obtains this absolute majority, runoff rounds will be conducted for the top vote-getters until one candidate obtains more than 50% of the votes cast, not counting abstentions.

V. Deputy Spokesperson

One or more Deputy Spokespersons shall be proposed by the Spokesperson and shall be approved by the Institutional Board. The deputy Spokespersons provide support and assistance to the Spokesperson in the management of the experiment and collaboration. They may be authorized by the Spokesperson to act on his/her behalf and to represent the Collaboration.

VI. Project Manager

1. Function

The Project Manager is responsible for the design, construction, test and installation of the detector and its future upgrades.

The Project Manager may appoint review committees and task forces to provide advice on technical, scientific, and technological decisions, as needed.

The Project Manager may appoint one or more Deputy Project Managers subject to approval by the Executive Council.

2. Selection process

The Project Manager shall be proposed and appointed by the VBLHEP Director subject to approval by the Institutional Board. In case of no-approval a new candidate should be proposed by the VBLHEP director. The Project Manager shall be appointed for a renewable three year term.

VII. Detector Council

1. Function

The Detector Council shall advise the MPD management on design, performance, construction, integration and operation issues for the detector and its future upgrades.

The Detector Council may appoint review committees and task forces to provide advice on technical, scientific and technological decisions, as needed.

2. Membership

The members of the Detector Council shall be proposed by the Project Manager with the concurrence of the Executive Council. Each member of the Detector Council shall have responsibility for a detector subsystem or for a specific detector-related or upgrade activity.

3. Meetings

Meetings of the Detector Council shall be held at the discretion of the Project Manager, normally every week or two weeks during the construction phase. The meetings shall be chaired by the Project Manager, the Deputy Project Manager(s), or their designated representative.

VIII. Physics and analysis working groups

1. Function

The Physics Working Groups shall be the environment in which all official MPD physics results are developed, certified and readied for publication. The

analysis working groups shall be the environment in which MPD software tools are developed, tested, certified and made available to any MPD member. The physics and analysis working groups conveners form the physics council that is chaired by the Spokesperson.

2. Formation of Physics and Analysis Working Groups

Physics and Analysis Working Groups and their Conveners and Co-conveners shall be proposed by the Spokesperson and approved by the Executive Council. Termination or restructuring of any Physics Working Group shall be proposed by the Spokesperson and approved by the Executive Council.

3. Meetings

Meetings of all Physics and Analysis Working Groups shall normally take place at least twice per month at the discretion of the respective Conveners and/or Co-conveners.

IX. Publication policies

The MPD policies for publication of results including the presentation of results at seminars, workshops, conferences... are presented in Annex 1.

X. Adoption and revisions

These bylaws were adopted by the MPD Institutional Board on April 13, 2018.

These bylaws can be revised or amended at any time as found appropriate by the Institutional Board by a simple majority vote of all the IB members.

ANNEX 1: MPD Publication policies

In this section "publication" means the announcement of results through seminars, conferences, and/or scientific journals.

GOALS

The publication goals of the MPD Collaboration are as follows:

- Timely dissemination and publication of results that the Collaboration has agreed are sound and ready for publication.
- Avoidance of rumors and premature publication.
- Equitable assignment of credit and of speaking opportunities to individuals for their work.
- Fully open communication within the Collaboration and open communication outside of the Collaboration consistent with the other goals listed above.
- Respect for alternative physics interpretations of the same data and dissemination of these competing points in MPD presentations and publications.

POLICIES

I. Open communication within the Collaboration

Data from all subsystems of the MPD detector shall be available to all members of the Collaboration. All related analysis tools, codes, correction parameters, algorithms, calibration constants, etc., shall also be made available to all members of the Collaboration. All MPD physics analyses shall be developed and regularly reviewed in the framework of the MPD PWG. All MPD physics results shall be first approved, certified and readied for publication by the PWG conveners.

II. Preliminary results

Preliminary physics results (based on data or simulations) can be disseminated outside of the collaboration in seminars, workshops or conferences, only when the following steps have been taken:

1. An MPD Analysis Note (AN) has been developed within a PWG and circulated within the collaboration. The AN shall give details of the analysis on which the results are based, as well as other relevant information such that the results can be reproduced.
2. The results have been approved by the PWG conveners before they are presented and discussed at an open meeting of the Collaboration. If changes or additions are requested at the open meeting, the new results together with a modified AN shall be approved by the PWG conveners.

3. The Spokesperson has determined, based on steps (1) and (2), that the data are suitable for dissemination outside of the collaboration. At this stage the results shall be prominently labeled as "MPD preliminary".

There shall be only one preliminary result for a given analysis. The next step shall be the final result released only once the paper containing this result is submitted for publication.

III. Publication in refereed journals

Once a physics analysis is sufficiently mature such that it can be reviewed and a paper draft can be produced in a timely manner, the PWG Conveners shall send a notification to the Spokesperson thereby initiating the publication process that consists of the following steps:

i. Following the recommendation by the PWG Conveners that the relevant analyzed data are suitable for publication, a Paper Preparation Group (PPG) shall be appointed by the Spokesperson or his delegate, in consultation with the Conveners, to prepare a first draft of the paper. The Collaboration members who have performed the initial analysis are expected to be members of the PPG. The first draft shall be circulated within the Collaboration, soliciting comments from the Collaboration during the two weeks following the release.

ii. An ad hoc Internal Review Committee (IRC) appointed by the Spokesperson or his delegate shall review all comments received together with the PPG and decide on the appropriate modifications of the manuscript. Based on that, the PPG shall produce the second draft of the paper that shall be released to the Collaboration for comments within one week. In general, only relatively small comments are expected in this second release of the draft.

iii. The PPG and IRC shall then prepare the paper for submission. A near-consensus shall be a pre-requisite for the submission of the paper. The IRC shall be empowered to adjudicate disagreements on the details of the paper.

iv. After recommendation of the IRC, the spokesperson or his delegate shall explicitly approve the paper and send it to the MPD office for submission to the relevant journal.

v. If referee comments require changes of the manuscript, the revised version of the manuscript and the referee comments shall be circulated within the collaboration. The above steps may be repeated if necessary. After signoff by the spokesperson or his delegate, the resubmission letter and response to the referees shall also be circulated within the collaboration.

vi. Submission, resubmission, and correspondence with journal editors for all MPD publications in refereed journals shall be handled only through the MPD Office.

IV. Author lists

The MPD office shall be responsible for establishing and maintaining the MPD author list. Not every member of the Collaboration is automatically a member of the author list. The MPD office shall update the author list at least once per year, by soliciting an author list from each institution via its Institutional Board representative. A record shall be kept of the author list as a function of time and published on the MPD author list website.

By default, the authors of papers in refereed journals shall be the members of the author list at the time that the relevant data were obtained. This list can be supplemented (after approval by the spokesperson or his delegate) by one or more of the following:

- a. Current or former members of the Collaboration who have participated substantially in the preparation and/or analysis of the relevant data.
- b. Current or former members of the Collaboration who have significantly contributed to MPD.

Members of the Collaboration who have left the Collaboration shall remain in the author list normally for one year after leaving the Collaboration or for certain papers, as determined by the Spokesperson.

Authors shall be listed alphabetically except in the case of conference proceedings (see below).

Conference proceedings may be submitted in the speaker's name (or in the speaker's name followed by other major contributors listed in alphabetical order), followed by some designation such as: "For the MPD Collaboration".

Technical (instrumentation, simulations etc.) papers may have as authors only those individuals who have contributed directly to the particular project. The MPD Collaboration should be acknowledged.

V. Speakers Bureau

The function of the MPD Speakers Bureau is to allocate talks on behalf of the collaboration to collaborators at all conferences and workshops. The primary goal is to distribute speaking opportunities equitably, recognizing the individual contributions to the achievements of the collaboration. Another task of the SB, is to ensure that the relevant PWG Conveners review and approve abstracts, presentations and proceedings submitted by MPD collaborators to conferences in accordance with the MPD publication policies. See also Section VI for more details on the functions of the SB.

The SB will maintain an up-to-date list of all conference and major seminar invitations received and speaker nominations made.

The SB shall be composed of a chairperson appointed by the spokesperson, the last past convener from each physics working group and at-large members of the collaboration appointed by the spokesperson.

VI. Conference presentations, and dissemination of preliminary results and proceedings

Good judgment and discretion shall be exercised when discussing or presenting preliminary results outside of the Collaboration.

Speaking invitations received by the Collaboration shall be distributed equitably by the Speakers Bureau following considerations of the topic, appropriate credit due, and earlier institutional allocations.

Members of the Collaboration who receive personal invitations to give talks at conferences should first inform the SB that shall advise how to proceed.

Members of the Collaboration who wish to submit contributed papers or posters to conferences shall first consult with the SB that shall advise how to proceed. The SB shall coordinate such submissions in order to avoid duplications and conflicts.

If the presenter is required to submit an abstract, the presenter should seek approval of the abstract by the relevant PWG Conveners before submitting it.

Before the presentation, speakers should post a draft of their slides and get approval from the appropriate PWG Conveners. For major conferences, the Spokesperson or the SB or the PWG Conveners may request rehearsal of the talks at an open meeting of the Collaboration. Information about the public rehearsal of talks should be announced to the Collaboration. Those talks that are not required to have public rehearsal should be rehearsed in the presence of at least one IB member.

Final versions of the talks shall be posted at an appropriate location on the MPD portal.

Conference proceedings shall be prepared by the speaker. Text and figures of papers to be published on behalf of the MPD Collaboration in conference proceedings shall be approved by the PWG Conveners before submission.

VII. Theses

The Spokesperson assisted by the MPD office shall maintain a list of student's thesis topics based on MPD data. The list shall be updated at every Collaboration meeting and made available to the Collaboration.

VIII. Records

The MPD office shall maintain records and make them available to the collaboration that are relevant to these policies and practices, including the following:

MPD membership list; list of talks delivered and scheduled to be delivered; copies of transparencies of talks delivered at conferences; lists and text of analysis notes, technical notes, papers published in conference proceedings, papers published in refereed journals together with data tables, and other MPD publications; list of students and their thesis topics.

