OLYMPUS Collaboration Guidelines

March 20, 2014

This document outlines the organisation of the OLYMPUS Collaboration and the responsibilities of its members. This is intended to serve as a guideline only; decisions should reflect the common consensus of the collaboration.

1 Management Structure

1.1 Collaboration Board

At the top of the management structure is the Collaboration Board. It consists of one member from each of the institutes belonging to the OLYMPUS collaboration authorised to speak on behalf of that institute.

At present the OLYMPUS institutes include:

- Arizona State University
- DESY
- Hampton University
- INFN, Bari
- INFN, Ferrara
- INFN, Rome
- Massachusetts Institute of Technology
- Petersburg Nuclear Physics Institute

- Universität Bonn
- Universität Mainz
- University of Glasgow
- University of New Hampshire
- Yerevan Physics Institute

The Collaboration Board has overall responsibility for the organisation, operation, and funding of the OLYMPUS collaboration. It can vote to admit new collaborating institutes or to remove existing collaborating institutes.

The Collaboration Board elects the Spokesman and Deputy Spokesman. The Spokesman and Deputy Spokesman are elected for one (1) year terms which can be extended with the approval of the Collaboration Board.

1.2 Spokesman and Deputy Spokesman

The Spokesman has responsibility for the general organisation and operation of the OLYMPUS cpllaboration.

Currently the Spokesman is Douglas Hasell (MIT) and the Deputy Spokesman is Uwe Schneekloth (DESY)

The Spokesman reports to the Collaboration Board, informs them of issues needing attention, and implements their decisions.

The Deputy Spokesman acts as Spokesman when the Spokesman is unavailable and takes on such tasks as the Spokesman may request.

The Spokesman, or his designate, represents the collaboration at meetings requiring an OLYMPUS representative.

The Spokesman, in consultation with the Deputy Spokesman, appoints Coordinators.

1.3 Coordinators

Coordinators are responsible for the detailed organisation and operation of specific areas of the OLYMPUS experiment as defined by the Spokesman.

Current Coordinators are:

- Project Management - Uwe Schneekloth
- Technical Coordinator - Douglas Hasell
- Physics Coordinator - Michael Kohl
- Software and analysis - Jan Bernauer
- Time of Flight - Michael Kohl
- Luminosity Monitor - Michael Kohl
- MWPC - Stan Belostotski
- Symmetric Möller - Frank Maas
- Target - Richard Milner

Coordinators report to the Spokesman, inform him of issues needing attention, and implement his decisions.

2 Funding

Each institute is responsible for obtaining the funding necessary to carry out its responsibilities as agreed upon with the Collaboration Board.

2.1 Operating Costs

Each institute is responsible to contribute its share of the Operating Costs, in a timely manner, as agreed upon with the Collaboration Board.

The general guideline for the required contribution to the Operating Cost is the fraction of Ph.D. physicists listed as members of the institute compared to the total for all institutes.

3 Shifts on the Experiment

Each institute is responsible to take its share of experimental shifts including those shifts during test and calibration runs.

The general guideline for the required number of shifts is the fraction of Ph.D. physicists plus graduate students listed as members of the institute compared to the total for all institutes.

4 Analyses

All data is available to all members of the collaboration.

However, with the limited number of physics topics and the number of graduate students it is recommended that some agreements on topics be made within the Collaboration Board.

There should be at least two (2) "independent" analyses made on each physics topic.

Physics results must be first presented to the OLYMPUS collaboration for review. The Spokesman, in consultation with the Physics and Analysis coordinators, will assign a "Reviewer" from within the collaboration not directly involved in the analysis in question to study the analysis in detail and report on the results.

Based on the "Reviewer's" findings, comparison with a second "independent" analysis, and discussion within the collaboration; the results can be released for public presentation with a "Preliminary" designation.

To be considered "Final" the results must be approved by a majority of the collaboration board and reported in a paper describing the analysis accepted for publication in a refereed journal.

5 Presentations

Presentations concerning the OLYMPUS experiment must be approved by the Spokesman or the Collaboration Board prior to the presentation. The abstract, proposed slides, and specifically any slides showing OLYMPUS physics results must be sent to the

Spokesman or the Collaboration Board at least one (1) week before the presentation. Physics results not approved by the collaboration must not be shown in any public venue.

6 Publications

6.1 Technical Publications

Technical publications on the entire OLYMPUS experiment must be reviewed and approved by a committee appointed by the Spokesman or the Collaboration Board.

Technical publications on sub-components of the OLYMPUS experiment can be published by the institutes responsible for those components in consultation with themselves. Such technical papers may include results on the sub-component performance so long as these do not relate directly to the physics goals of the OLYMPUS experiment (e.g. no results showing a beam species asymmetry).

6.2 Physics Publications

Publication of OLYMPUS physics results must be reviewed and approved by a committee appointed by the Spokesman or the Collaboration board. Only results approved by the collaboration maybe included in such publications.

7 Author Lists

The author list for technical publications should include all physicists, graduate students, under graduate students, engineers, and technicians who made a significant contribution to the topic.

The author list for physics publications should include all physicists and graduate students in the OLYMPUS collaboration for at least six (6) months at the time of submission.