

## How to join the NA61/SHINE Collaboration

Updated 06.12.2022 (MG)

The NA61/SHINE Collaboration is based on "Memorandum of Understanding for Collaboration in the NA61/SHINE Experiment between CERN and Collaborating Institutions" Please, read this document which specifies the rights and obligations of a collaborating institution as well as the Bylaws of the NA61/SHINE Collaboration.

MoU: <https://edms.cern.ch/document/1512378/1>

Bylaws: <https://edms.cern.ch/document/1512669/4>

A new institution may request full or limited membership in NA61/SHINE

### Full membership:

1. Prepare and submit to the NA61/SHINE Collaboration Board Chair, its Deputy and the Spokesperson the Letter of Intent to join the Collaboration.  
(In 2023, the officers are Laura Fields (nfields2@nd.edu), Tomek Matulewicz (tomek.matulewicz@cern.ch) and Marek Gazdzicki (marek@cern.ch), respectively).

The Lol should specify:

- an institution name and address,
- group members and a group leader with time they devote to NA61/SHINE,
- interests and experience of the group in subjects related to NA61/SHINE, and declare to
- contribute to the common fund the entrance fee of three yearly common fund contributions or one-man year at CERN for service work in cash or in-kind,
- contribute yearly to the common fund (in 2023, 15k CHF per institution),
- participate in data-taking shifts (typically, 6 shifts per member),
- participate in collaboration meetings (two meetings per year)
- contribute to hardware and/or software and/or calibration and/or analysis (at least two should be selected and responsibilities proposed)

2. The Collaboration Board will discuss the Lol (the group leader may be asked to present it) and vote on the participation of the new institution.

The Bylaws reads:

#### ***2.4 changes of institution membership***

*Changes of membership of institutions are voted on by the Collaboration Board.*

*Ex officio members do not vote. A 3/4 participation and a 2/3 majority of those voting is required for a valid decision on accepting a new full member institution.*

3. If accepted by the Board, the new institution must prepare and sign with CERN and the NA61/SHINE Spokesperson Addendum to the Memorandum of Understanding.

First, the text of the addendum should be agreed upon between the parties, three copies of the addendum will be signed by a CERN representative and circulated for signatures to the Institution and Spokesperson. In this matter, the CERN contact person is Helge.Meinhard@cern.ch

### **Limited membership**

1. Prepare and submit to the NA61/SHINE Collaboration Board Chair, its Deputy and the Spokesperson(s) the Letter of Intent to join the Collaboration as a limited member. (In 2024, the officers are Laura Fields (nfields2@nd.edu), Tomek Matulewicz (tomek.matulewicz@cern.ch) and Marek Gazdzicki (marek@cern.ch), respectively).

The LoI should specify:

- an institution name and address,
- group members and a group leader with time they devote to NA61/SHINE,
- interests and experience of the group in subjects related to NA61/SHINE,
- motivation for requesting the limited membership and expected contributions to NA61/SHINE,
- prospects of requesting the full membership,

and declare to

- possibility to participate in data-taking shifts (typically, 6 shifts per member),
- possibility to participate in collaboration meetings (two meetings per year) and online meetings.

2. The Collaboration Board will discuss the LoI (the group leader may be asked to present it) and vote on the participation of the new institution.

1. The Collaboration Board can grant, for an extendable period of one year, a limited membership in the Collaboration.
2. Prepare and agree with NA61/SHINE officers (see above) a draft of the collaboration agreement between your institution and NA61/SHINE represented by its spokesperson (template is attached). Institutions, which are granted limited membership, do not contribute to the common fund, do not have representatives in the Collaboration Board and are not included in the Collaboration List.
3. Submit the agreement draft to the NA61/SHINE Collaboration Board Chair, its Deputy and the Spokesperson.
4. The limited membership decision requires a majority of the Collaboration Board voting members.

