

Preamble

In order to present a coherent structure to the CERN management and the outside world, the Collaboration needs to nominate Physics and Technical Coordinators as well as a Chairman of the Speakers and Publications bureau. This is a light-weight formalization of today's de-facto situation. The Physics and Technical Coordinators will help to ensure the timely production of the CDR and will keep the collaboration active until the approval of the experiment.

The current mandates and proposed Coordinators are valid from the date of acceptance by the Collaboration until the approval of the experiment. Upon approval a formal selection procedure will take place. The mandates will then also be tailored to the specific needs of SHiP.

Physics Coordinator

Currently proposed by the interim Spokesperson.

Mandate of the Physics Coordinator

- Provides guidance on Physics priorities, Monte Carlo production priorities, Signal yield and Sensitivity studies, Background studies, Detector Optimization studies.
- Creates Physics Working groups and appoints coordinators.
- Chairs the Physics Planning Group and prepares discussions in the (open) SHiP Physics meeting.

Role of the Physics Planning Group Meeting

- The Physics Planning Group Meeting ensures that the design of the SHiP detector optimizes the physics goals as defined by the TP.
- Proposes updates of the physics goals and possible modifications to the detector design; the technical consequences are discussed in the Technical board.
- Brings together those responsible for physics planning, physics software and computing aspects of the experiment.

Membership of the Physics Planning Group

- Physics Coordinator (Chair)
- Spokesperson
- Physics Working Group conveners and coordinators of relevant projects (e.g. Trigger, Physics Software and Computing projects) as defined in the project structure
- Speakers and Publications bureau chairperson
- Technical Coordinator
- Others as appointed by the Physics Coordinator

Technical Coordinator

Currently proposed by the interim Spokesperson.

Technical Coordinator Mandate

- Responsible for all technical matters related to the design of the SHiP detector, including the timely production of the CDR/TDR and other relevant documents.
- In charge of detector hardware development.

- In charge of Testbeam activities.
- In charge of safety matters (GLIMOS).
- Chairs the Technical Board.

Role of the Technical Board

- To advise the Spokesperson on important technical matters.
- To prepare and ensure the timely progress of the detector design within the available resources.

Membership of the Technical Board

- Technical Coordinator (Chair)
- Spokesperson
- Subsystem conveners and coordinators
- Physics Coordinator
- Others as appointed by the Technical Coordinator

Speakers and Publications bureau

The chairperson is currently proposed by the interim Spokesperson.

The role of the SHiP Speakers and Publications bureau is to ensure that SHiP is well represented at international conferences and to manage the assignment of SHiP speakers for all SHiP talks given at international conferences. It will also define a publication strategy according to the guidelines described below.

Specific tasks comprise the following:

- To provide a single contact point for conference organizers with SHiP and to participate in planning conferences and talks as needed;
- To make a coherent and active effort in seeking optimal exposure of SHiP through a prominent presence in relevant conferences, workshops and schools;
- To make sure that talks are shared in a fair way among the SHiP collaborators;
- To ensure that talks are of highest quality;
- To maintain a record of talks given and ensure that the material shown is accessible to the SHiP collaboration.

The bureau is responsible for the assignment of talks on SHiP physics topics and for general talks on the SHiP detector at international conferences. Personal invitations at international conferences for talks on SHiP physics or overview talks having a large SHiP component may be accepted by members of the SHiP collaboration without prior approval of the bureau. However, in such cases the bureau should be informed and the usual review procedure should be applied.

The bureau ensures that coherent and correct publications are produced by the SHiP collaboration, according to the authorship policy endorsed by the CRB. Any publication related to SHiP that is authored by a SHiP member should be sent to the bureau to check for coherence with the technical issues, purpose and priorities of the collaboration.

In agreement with the TB and with the PPG, the bureau proposes priorities for publications and helps contacting international journals for publications.

Membership of the Speakers and Publications bureau

The members of the bureau are proposed by the chairman of the Speakers and Publications bureau and the interim Spokesperson.