

## MADMAX draft MoU preamble:

- Common interest to design, build commission and run MADMAX experiment (exact goals tbd)
- Define organizational and managerial guidelines
- Define program of work / distribute charges and responsibilities
- Phases:
  - Phase I:* Design Phase: Magnet technology finding, Site finding, Feasibility studies
  - Phase II:* Prototyping: Magnet, booster, Definition of site infrastructure
  - Phase III:* Building, Commissioning and operating
- Valid for *Phase I*. For *Phase II* + *Phase III*: new agreement may be needed

## MADMAX member status:

### Full members:

- Have all rights and all duties defined in MoU
- Significant commitment to experiment needed
- Unanimous decision of AB needed

### Associate members:

- Institutes with intention to become full members
- Can advise collaboration in certain topics
- Does not sign MADMAX collaboration
- Visits meetings
- Can be co-authors of papers if significant contribution

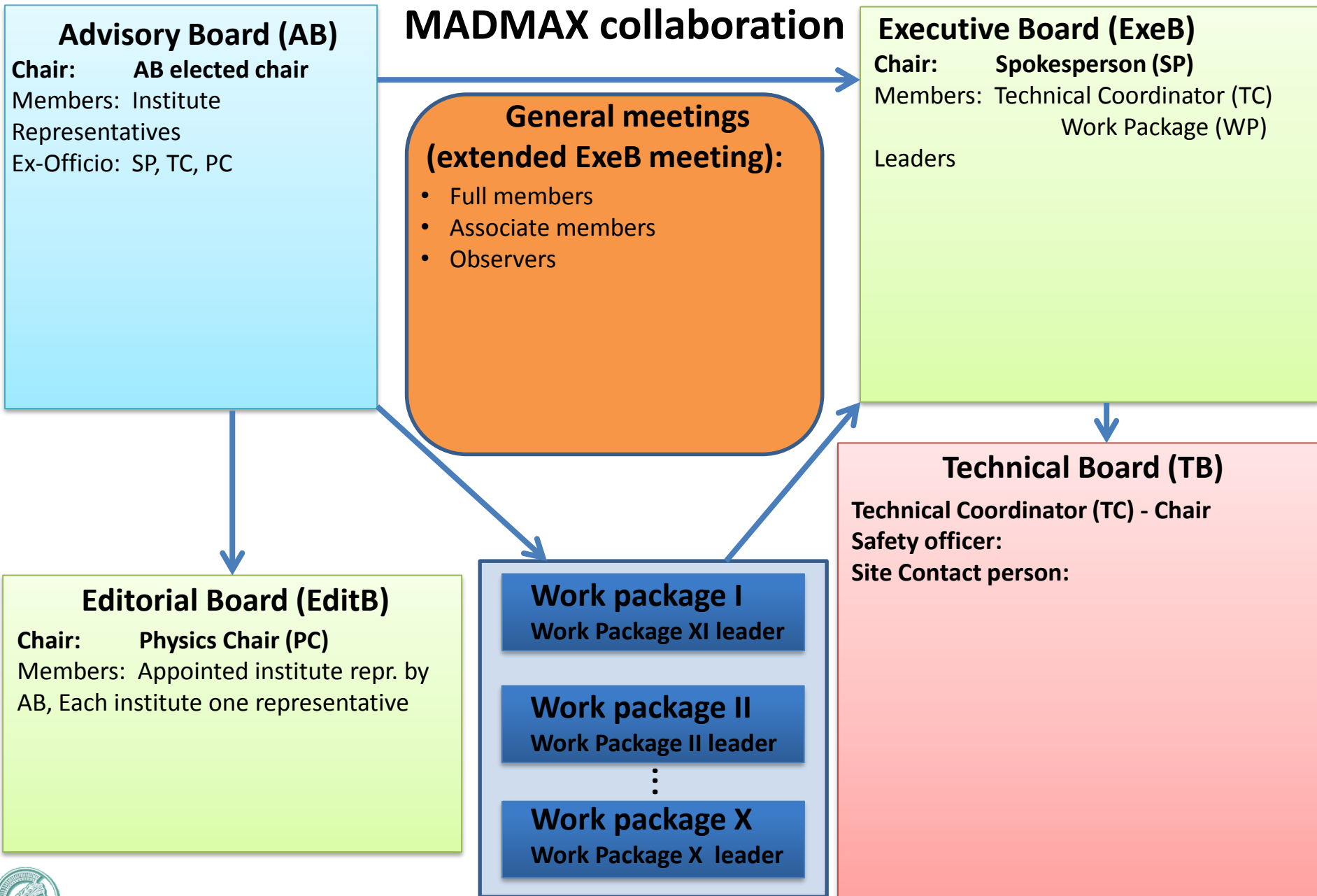
### Observers:

- Institutes with strong bounds to collaboration but without intention to become full member
- Same rights as Associate member





# MADMAX collaboration



## MADMAX Governance:

**Highest Body of the collaboration: Advisory Board (AB)**

- Define key scientific objectives
- Appoint management team
- Define election procedures
- Define publication procedures
- Decides on ExeB issues if no consensus could be reached
- Approves ExeB plans

**Members:**

**One representative per institut + ex officio: Spokesperson, TC, PC**

**Each member has one vote**

**Initial Phase:**

- As long as no Work Packages defined: AB will manage collaboration
- Spokesperons will be elected within 60 days after MoU is signed



# MADMAX Governance:

## Advisory Board (AB)

**Chair:** AB elected chair  
**Members:** Institute Representatives  
**Ex-Officio:** SP, TC, PC

- Define key scientific objectives
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- Publication procedures
- Decides on ExeB issues if no consensus could be reached

## General meetings (extended ExeB meeting):

- Full members
- Associate members
- Observers

## Executive Board (ExeB)

**Chair:** Spokesperson (SP)  
**Members:** Technical Coordinator (TC)  
Work Package (WP)  
Leaders

## Editorial Board (EditB)

**Chair:** Physics Chair (PC)  
**Members:** Appointed institute repr. by AB, Each institute one representative

**Work package I**  
Work Package I leader

**Work package II**  
Work Package II leader

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**Work package X**  
Work Package X leader

## Technical Board (TB)

**Technical Coordinator (TC) - Chair**  
**Safety officer:**  
**Site Contact person:**



## MADMAX Governance:

### Main managing body : **Executive Board (ExeB)**

- **Chaired by spokesperson**
- **Ensures that mission is supported according to needs**
- **Progress monitoring and guidance**
- **Control of resources and administration**
- **Decision on technical and administrative issues**
- **Organization of general communication and collaboration meetings**
- **Decisions should be in consensus. If no consensus: AB will be called by ANY member of ExeB**

**Members: Spokesperson, Co-Spokesperson, Technical coordinator, WG leaders**

### Initial Phase:

- **ExeB officially starts its work once more than two WG installed**





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## Executive Board (ExeB)

**Chair:** Spokesperson (SP)  
**Members:** Technical Coordinator (TC)  
 Work Package (WP) Leaders

- Ensures that mission is supported
- Progress monitoring and Guidance
- Control of resources, administration
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**Work package I**  
 Work Package I leader

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**Work package X**  
 Work Package X leader

## Technical Board (TB)

**Technical Coordinator (TC) - Chair**  
**Safety officer:**  
**Site Contact person:**



## MADMAX Governance:

### Physics coordination: **Editorial Board (EB)**

- **Appointed by AB;**
- **Each institute one representative;**
- **Works out authorship policy;**
- **Keeps collaboration author list up to date;**
- **Define writing teams for publications;**
- **Nominates independent referees;**
- **Definition of time frames for publications together with writing team**
- **Decide on speakers on conferences.**





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### Leaders

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**Site Contact person:**

### Work package I

Work Package I leader

### Work package II

Work Package II leader

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### Work package X

Work Package X leader



## MADMAX Governance:

### Technical coordination: **Working Groups (WG)**

- Working groups are defined by AB
- Each WG has WG leader from the institute leading the effort (with highest involvement)
- WG leaders are members of ExeB
- WG leaders are responsible for management of individual WG, report to ExeB



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Work Package I leader

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Work Package X leader

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**Technical Coordinator (TC) - Chair**  
**Safety officer:**  
**Site Contact person:**



## MADMAX Governance:

**Technical coordination: Technical Board (TB)**

**Technical Coordinator (TC) - chair**

**Safety officer**

**Site Contact person**

- **Appointed by TC together with Spokesperson**
- **Interfaces btw. Subcomponents**
- **Manages construction of setup**
- **Maintenance plan during commissioning and operation**
- **Identify safety rel. parts & procedures, discuss and define safety measures**
- **Ensures interface btw. collaboration and host site safety**
- **Interface management group & site management**



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## Technical Board (TB)

**Chair:** Technical Coordinator (TC)

- Interfaces btw. Subcomponents
- Maintenance plan during operation
- Manages construction of setup

**Safety officer:**

- Identify safety rel. parts & procedures, discuss and define measures
- Ensures interface btw. collaboration and host site safety

**Site Contact person:**

- Person present on site
- Interface management group & site management

**Work package I**  
 Work Package I leader

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## MADMAX Management team:

### Spokesperson & Co-spokesperson

- **Represent the collaboration**
- **Manages day to day business, financial matters, prepares strategies**
- **Reports to AB**
- **Spokesperson tasks can be delegated to co-spokesperson or to technical coordinator, in special cases with consent of AB also to other collaboration partners**
- **Spokesperson is elected by AB for 3-year terms. Institutional representatives are asked to get consensus on their vote from collaboration members from the respective institutes**
- **No limit how many terms, but rotation latest after two terms is recommended.**
- **Cannot be AB chair or TC**

## MADMAX Management team:

### Physics Chair (starting from Phase II):

- Coordinates physics analysis
- Guides and oversees analyses towards publications
- Chairs EB
- Ex-officio member of AB
- Appointed by AB

### Technical coordinator:

- Interfaces btw. subcomponents, on-site assembly, integration
- Phases II&III: manages construction of detector
- Calls TB in agreement with spokesperson
- Commissioning/Decommissioning
- Maintenance plan during operation
- Cannot be AB chair

## MADMAX Management team:

### Safety officer/GLIMOS (starting from Phase II):

- Identifies safety relevant parts and processes.
- Acts as link btw. Collaboration and host-site defined safety responsible (could be the same person)
- Discusses and defines safety measures (potentially together with host-site defined safety responsible). To be iterated with TC
- Appointed by TC

### Site contact person (starting from Phase II):

- person normally present on site.
- Responsible for contact between management group and site management
- Informs collaboration about regulations at site, organize necessary trainings
- Cannot be the safety officer (potential conflict of interests)





## MADMAX communication / meetings:

### General meetings Extended ExeB meeting

- Bring collaboration up to date regarding hardware/ software/ analysis progress
- Involve all into decision making process
- Associate member, observers, industry partners can also join
- AB meetings after general meeting to discuss progress and to approve decisions of ExeB
- EB meetings
- At least twice per year
- Allocate times at least 6 months in advance
- Organized by ExeB

- extra AB meetings can be called up on demand
- ExeB (phone) meetings at least monthly (recommendation bi-weekly)
- EditB meetings on demand in case of papers
- TB meetings responsibility of TC (more relevant from phase II on)

## MADMAX Results, Publications, Analyses:

### Results:

- All results, data, analysis tools and standard utilities developed within the scope of the experiment will be available to all collaboration partners without restrictions
- Technical partners will disclose information to MADMAX collaboration with different ranking: to purchasing institute only, to MADMAX collaboration, to public. It is understood that information of industrial partners disclosed only to the collaboration will be subject to a non-disclosure.
- Non full members (associate or industrial) need consensus of AB before distributing knowledge gained from collaborative efforts

# MADMAX Results, Publications, Analyses:

## Categories of publications:

1. Collaboration-wide, including journal publications and conference proceedings;
2. Sub-group papers, including journal publications, collaboration and conference proceedings and internal notes;
3. Technical Notes (can also be publically available);

## MADMAX Results, Publications, Analyses:

### Publication rules:

- EB chair must be contacted regarding any publication dealing with results obtained in the framework of the project. EB determines **category**;
- All collaboration members (physicists) are co-authors on articles dealing with collaboration results **(1.)**. Engineering & technical staff can be the authors on collaboration technical papers if significant contribution to results is apparent. **EB** decides.
- All collaboration members are encouraged to comment on cat. **(1.)** papers.
- Results about R&D on component can be published in sub-group papers **(2.)**. These should be sent to editorial board (professional courtesy). It is responsibility of authors to define author list
- All publications or presentations of collaboration results need EB approval.
- (Interim-) results relevant for the success of the project but not to be published will be summarized in internal technical reports **(3.)**;
- Unresolved issues will be dealt with and decided on by the **EB**;
- Formal approval for publication of papers of category **1.** by **EB** needed



## MADMAX Results, Publications, Analyses:

### Publication rules: need to discuss

- Order of authors (peer review, proceedings, notes)
- Who submits?
- Corresponding author rules
- Requirements to be placed on author lists (service tasks?)

## MADMAX procedures in **case of misconduct**:

- **Cases of misconduct:**
  - Publishing collaboration data without consent of collaboration,
  - Repeated hiding of facts/problems/challenges,
  - Not respecting decisions of boards,
  - not fulfilling tasks to the best of ability
- Sanctions in order of severeness of misconduct may include:
  - removal of vote on board meetings (by time),
  - non-admittance to board meetings (by time),
  - non-admittance to collaboration meetings and telephone calls (by time),
  - dismissal from elected/appointed office,
  - removal from authorship list,
  - expulsion from the collaboration.

## MADMAX procedures in **case of misconduct**:

### Procedure:

- **suspicion for misconduct:**
  - AB installs panel with AB member (chair of panel),
  - indep. coll. member called by alleged inst.,
  - indep. Collab. member called by instit. bringing up suspicion or by AB,
  - person called by spokesperson.
- **Panel reports to AB. Sanctions have to be discussed in the AB. Decision on sanctions with 2/3 majority of the AB members.**
- **AB is encouraged to call external group of competent trained people (for example at DESY) to help!**



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