

Collaboration List and Author List membership and maintenance procedures

Collaboration List

List all members of the Collaboration from a given institution

Important aspects of Collaboration activities depend on this list. Members of the “Collaboration List”:

- Have the right to access to MPD data
- Can obtain computing accounts at JINR (LIT, NICA Cluster), with the authority to access MPD data, MPD software and to submit jobs to the computing resources
- Have access to the MPD Forum, which should be regarded as a place for “internal” MPD discussions, such as talk rehearsals, discussions on data quality, MPD software discussions and similar
- Have the right to obtain “developer” access to the MPD Software repository
- Should be included in the internal MPD mailing lists
- Can participate in all activities of the MPD Physics Working Groups
- Are eligible for all positions in MPD (Spokesperson, PWG convenors, Executive Council)

Collaboration List membership is currently **only** determined by the respective MPD Collaborating institution Group Leader (IB representative)

(Thing to consider: What to do with access right for members who left the Collaboration?)

Author List

List of authors on publications of the MPD Collaboration concerning physics results

Author List membership is currently **only** determined by the respective MPD Collaborating institution Group Leader (IB representative)

Members of the Authors List, who have received their PhD more than 5 years ago are considered for the calculation of the MPD Common Fund

Proposition to establish guidelines for the Group Leaders, who should be considered for the Author List membership:

- Senior Scientists (faculty members, 5 or more years after PhD)
- Scientists (faculty members, less than 5 years after PhD, post-docs)
- PhD students, who are working full time on MPD
- Senior engineers working for MPD
- more?
- To discuss: Undergraduate students? Require minimum 6 months of engagement in MPD?

Current system for Collaboration List and Author List maintenance:

Currently the Collaboration List and the Author List is kept at the MPD webpage:

<http://mpd.jinr.ru/experiment/organization/institutions/>

<http://mpd.jinr.ru/experiment/authors-list/>

Both lists are updated based on the direct contact with Group Leaders (IB representatives).

Major effort to update both lists have been taken in the last few weeks in connection with the preparation of the “First physics in MPD” paper. The Author List will be included in the paper. Not all Group Leaders have responded to our request for update of the lists. For those institutions Author List has been updated according to the Collaboration List. There is still possibility to update the Author List. *The final list will be used for the determination of the Common Fund contribution.*

In future a dedicated IT system should be created to maintain the Collaboration List and Author List, potentially to also allow Group Leaders to directly update it themselves. System should allow for definition of the duration of MPD membership (PhD students, post-docs on contracts, etc.)

Actions required for the maintenance of the Collaboration List and Author List

The Author List is dynamic, however at any point in time it should be possible to determine the current status of the List.

How often can the Group Leaders request the update of the Author List?

- no restrictions?
- **once a year?**
- once every six months?
- no restrictions, but the update takes place only after some time?
- in general once a year, but additional timestamps may be added, for example before major datataking periods?

When is the requested change taken into account? Immediately? Should there be a requirement that a member must be on the Collaboration List for some time (3 months? 6 months?) before being added to the Author List?

There must be a deadline for “freezing” the Author List, in order to calculate the “Common Fund” contribution for the following year. (Proposition: October 1st of the previous year?)

Proposition: Contribution to the Common Fund is based on members of the Author List from a given institution **at any point during the previous year**, even if they were removed before the “freezing” deadline.

Proposition: The shift dues are also calculated based on the current composition of the Author List.

A record of the Author List for each publication must be kept. Each Author List version must have a timestamp of its validity. Records should be kept in the internal webpages of the Collaboration.

Each member has the right to request to be removed from the Author List for any publication.

At the moment the Collaboration List and Author List are maintained by the “MPD office” (Scientific Secretary and the Spokesperson). All changes are done via direct e-mail contact with them. The version of the Author List for a given journal is prepared manually. Automation of these procedures is highly desirable.

Other items for consideration:

Collaboration members who left the collaboration, as informed by the relevant IB representative should be removed from access privileges. Which ones? Any “grace period”? Does it include the computing resources? Can they download their own data?

