

The Neutrino Factory and Muon Collider Collaboration Charter

Adopted 1-27-03

Goal

The goal of this organization (referred to hereinafter as the Muon Collaboration) is to study and develop the theoretical tools, the software simulation tools, and to carry out R&D on the hardware that is unique to the design of neutrino factories and muon colliders. An important part of the program will be an extensive experimental program to verify the theoretical and simulation predictions and to gather the necessary data for a future facility.

Executive Board

The Executive Board will consist of the Spokesperson (or Co-spokespersons), two members from each of the three sponsoring laboratories: BNL, FNAL, and LBNL, and at least three members from university collaborators. The Spokesperson will be the Chairperson of the Board. In the case there are Co-spokespersons, they will alternate in chairing the meetings. The Board may add additional members.

The Executive Board will be the ultimate authority for formulating policy for the Muon Collaboration. The Executive Board will operate by consensus and will not make detailed technical decisions.

The Board will appoint a Secretary who will keep minutes of the Board meetings and maintain a list of members of the Muon Collaboration and their e-mail addresses. This list will be used for determining author lists and for publicly identifying the Muon Collaboration members. The list will be available through the Muon Collaboration web page.

In addition to the duties set out above, the Executive Board will:

1. Approve time, place, and general guidelines for the agenda of any meetings or workshops that are under the sponsorship of the Muon Collaboration. It is assumed that the various subgroups will continue to organize their own meetings as necessary.
2. Approve the Spokesperson or Organizer of any major experiment or R&D program. Such persons may be changed by the Board as necessary. The personnel and organization of these R&D programs will be established in consultation with the Spokesperson.
3. Ratify the proposals for all R&D programs.

4. Define requirements for membership in the Muon Collaboration. These requirements may be changed as necessary.¹

Spokesperson/Co-spokespersons

The Spokesperson(s) will chair the Executive Board and the Technical Board and will also be responsible for preparing any external reviews of the technical progress of the Muon Collaboration or its various experimental programs. The Spokesperson(s) will exercise policy as set by the Executive Board and will be the primary interface with the Muon Collaboration Oversight Group (MCOG), with the funding agencies, and with the news media, on all matters of scientific policy or publicity. If deemed useful for the management of the Collaboration, the Executive Board may recommend that this office be filled by Co-spokespersons. If so, the word “Co-spokesperson” should be substituted for “Spokesperson” in this document.

The Spokesperson will be selected by vote of the Muon Collaboration from a list of one or more candidates that will be provided by a Nominating Committee. The Executive Board will appoint this committee and its chairperson. Any member of the Muon Collaboration may submit names for consideration by this committee. The Nominating Committee will ascertain the availability of the candidates, their qualifications, and in addition will seek advice about the candidates being considered from member Laboratory Directors and the funding agencies. The final list will be forwarded to the Executive Board for approval. The Nominating Committee will prepare and carry out balloting electronically and the results will be announced by the first week of January. The term of office is for three years and starts in January immediately after the election is completed

Associate Spokespersons

The Associate Spokespersons will assist the Spokesperson(s) in communicating with the Sponsoring Laboratories, but will not have any line responsibility. There will be one associate spokesperson from each of the sponsoring laboratories. If the spokesperson or a co-spokesperson is from a sponsoring institution, there will be no Associate from that institution. The Spokesperson/Co-spokesperson will appoint the Associates after consulting with the Muon Collaboration members from the relevant laboratory and its directorate. The terms of the associates will run with that of the spokesperson.

¹Presently, individual members of the Muon Collaboration must devote at least 10 percent of their time toward work relevant to the Muon Collider or Neutrino Factory.

Project Manager

A Collaboration Project Manager will be appointed by MCOG with the concurrence of the MC Spokesperson(s) and the DOE. He/she will be a member of the MC and an *ex-officio* member of the MC Technical Board. He/she will work closely with the MC Spokesperson in defining and planning the MC R&D program, budget, and schedule. The MCPM will carry out the management aspects of the MC, that is, be responsible for the line management of the implementation effort. He/she will be the primary and official point of contact with the funding agencies, will provide the submissions to the DOE for support, will account for spent monies, and will see to it that the spending has been in accord with the R&D Plan. The MCPM will include in the analysis all sources of funds for which information can be obtained, including DOE funds to the MC and national laboratories, possible NSF funds, possible foreign funds, and funds from any other available source. In short, he/she will determine, and provide to MCOG, the laboratories, and the DOE, as complete and detailed a picture as possible of the worldwide effort on intense muon beams.

Technical Board

The Technical Board will be appointed by the Spokesperson(s). The Muon Collaboration Project Manager will be an *ex-officio* member of this board. The function of this group will be to monitor and direct the technical aspects of the R&D programs and to advise the Executive Board on the progress of the R&D. In addition, all new proposals for R&D or machine studies that require Muon Collaboration resources will be reviewed by this Board, and its conclusions passed to the Executive Board. Terms of appointment will run with that of the Spokesperson.

R&D Programs

R&D programs may vary in size from a single person effort up to major experimental programs at the National Laboratories. In all cases where significant funding is required to carry out the program the person in charge will prepare a written proposal that defines the goals, the resources required, the participants and a schedule with milestones. A draft MOU prepared in collaboration with any participating institution will also be included in the presentation. The Spokesperson(s) and Project Manager will be consulted during the preparation of the proposal before it is submitted to the Technical Board for review. If approved, it will be passed to the Executive Board for ratification. The Spokesperson and Project Manager are responsible for completing any necessary negotiations with the host laboratories and/or the appropriate funding agencies.

Changes

The Executive Board may change this Charter at any time it feels it is necessary for the proper and efficient functioning of the Muon collaboration. MCOG will be consulted and informed about any proposed changes.