

Institutional Board Update

MOLLER Collaboration Meeting
21-22 June 2022

Jim Napolitano 22 June 2022

Current IB Priorities

- Assemble materials from working groups into draft collaboration Bylaws
- Want to have Bylaws ready for review by IB/Collaboration “soon”
- Meanwhile we deal with necessary collaboration issues as they arise

Note: The Bylaws Subcommittees have come up with recommendations that we are working into the bylaws document.

Meanwhile, we are making use of those recommendations as issues arise, but this has been infrequent.

Bylaws: Outline

1. Overview of the Collaboration Structure
2. Spokesperson and Deputy Spokesperson
3. Executive Committee
4. Technical Board
5. Working Groups
6. Scientific Coordinator and Technical Board
7. Institutional Board
 - A. Collaboration Membership
 - B. Publication Policy and Implementation
 - C. Presentations/Talks Policy and Implementation
 - D. Maintenance of Collaboration Documentation
 - E. Code of Conduct Policy
8. Summary of Leadership Positions

Collaboration Documentation

This is an issue that we have to deal with now

Ground Rules:

- All collaborators need the same access to the materials they need for design, construction, commissioning, running, and analyzing the experiment.
- Some Controlled Unclassified Information (CUI) materials need to be kept behind a firewall that can only be accessed with Common User Environment (CUE) approval.

This implies that we need a two-pronged solution:

1. A collaboration-maintained server for general use **DocDB** and **eLog**
2. A JLab-maintained server for specific document storage

We need to identify a collaborating institution to host the server.