

Procedure for a new group to join the collaboration

(Adopted during the VSC meeting of December 6th, 2005)

The Virgo collaboration welcomes new groups willing to contribute to the Virgo experiment. The purpose of this document is to describe the steps to be followed for new group participation.

A new group should contact the spokesperson to express its interest and initiate the process. This starts a period of investigation for the possible group contributions. During this period, the spokesperson could invite the group candidate to various Virgo meetings in order to provide the relevant information to the group candidate and offer opportunity of discussions with collaboration members.

At the end of the preliminary phase, the new group, with the help of the spokesperson, drafts a Memorandum Of Agreement (MOA) between the group and the collaboration. This document describes the proposed group contribution and composition. It is expected that the new group will have a technical contribution to Virgo through the construction of part of the detector, and/or the participation to the commissioning or operation, in agreement with the group size. The new group should also participate to the data taking shifts. The expected minimal size of the group is 3 scientists spending at least 50% of their time in Virgo.

Once the MOA is ready, its content is presented during a plenary session of the collaboration meeting and it is submitted to the Virgo Steering Committee (VSC). The approbation of the MOA and therefore the approbation of the group participation to the Virgo collaboration requires a 2/3 majority vote of the full members of the VSC (one person per lab plus the spokesperson) present at a duly-called VSC meeting (proxy are not allowed). The attendance of at least 2/3 of the group representative to this VSC meeting is required to validate the vote. In case of an exact 2/3 result, the proposition is approved.

During the first year of participation to Virgo, the new group will act as a regular group, except for the formal votes of the VSC where its group leader will be an observer and for publications where by default the group will not yet be listed. This means that students of this group will not be part of the author list for this first year.

After one year, the MOA will be reviewed by the VSC. The new groups becomes a regular group as soon as this updated MOA is approved by the VSC by a single majority vote (an exact 1/2 means approval).

All along this process, the spokesperson will keep informed the EGO council chairperson. If the new group refers to funding agencies other than the ones contributing to the EGO budget (currently CNRS and INFN), it is expected that the EGO council and the external funding agencies will negotiate an agreement covering the financial aspects of the new group involvement in Virgo. The completion of this step is required before the final integration of the new group in the collaboration.