FAKER policy document for

i) Institutes joining the Collaboration

ii) Single members of FASER Institutes joining the Collaboration

iii) Authorship

15/10/2019

i) New Institutes joining FASER

The Collaboration would only consider new Institutes if they are bringing competence, manpower and possibly funds that FASER is missing.

Requests should be accompanied by a short document addressed to the CB Chair and the Spokespersons, stating for each proposed new member:

- The name, role in the Institute, expertise and percentage of working time on FASER;
- The proposed contribution (HW, commissioning, software, simulation, analysis).

The submitted document will be discussed by the EB in one of the bi-weekly meetings. If the EB judges that FASER execution will profit, the request will be presented at a FASER general meeting for discussion. After this discussion:

- The Collaboration will have 1 week to provide feedback by email to the Spokespersons and the CB Chair;
- Based on this feedback, the Spokespersons and the CB Chair will decide if there is consensus; then the Institute will be either accepted or its request will be rejected.
- A CB vote will be requested in case of absence of a consensus.

ii) New members from an existing FASER Institute

In case of members of existing FASER Institutes asking to join the Collaboration, the procedure will be lighter than the previous one.
The Institute Team Leader informs the CB Chair and the Spokespersons by email, specifying:

- The name, role in the Institute, expertise and percentage of working time on FASER;
- The proposed contribution (HW, commissioning, software, simulation, analysis).

The Spokespersons will inform the Project Leaders of the relevant areas. The request will be discussed in an EB meeting, and the EB will either accept the proposal or make a counterproposal. The decision will be announced in a Friday general meeting. No CB discussion will be needed.
iii) Authorship

- New FASER collaborators become authors immediately. No qualification task is required.

- After a collaborator leaves, authorship extends for either the time the collaborator was in FASER or one year, whichever is shorter.

- After proposal by the Spokespersons and discussion at a general Friday meeting, former collaborators can be added to the authorlist of specific FASER papers to which they have provided important contribution.

- By default, undergraduate/master students are not authors. If appropriate, a Team Leader can ask the Spokespersons for an exception for students making an important contribution to the experiment.

- FASER members should not also be a member of a competing experiment, where possible conflict should be discussed with the spokespersons who will decide case-by-case how to proceed.