

TOTEM MANAGEMENT PLAN 2012

EXPERIMENT OPERATION

PHYSICS & PUBLICATIONS

FUTURE PROGRAMME

[Ref. TOTEM Governance:]

“...the roles and responsibilities of individual managers in Technical matters, Publications, and Physics will be established in a Management Plan, proposed by the Spokesperson and ratified by the Collaboration Board.”

EXPERIMENT OPERATION

The Collaboration Board and Spokesperson functions are defined in [Ref. TOTEM Governance].

Spokesperson: S.Giani

Collaboration Board Chair: A.Scribano

In the following tables, TOTEM domains of activity and expertise are defined as Projects, managed by Coordinators, to whom responsibility is delegated within such domains. 6 Coordinators, representing one or more Projects, are appointed to form the Management Board according to the mapping shown in the tables below. The Spokesperson will confer with the Management Board and will decide on matters having a scope or impact involving more than one Project.

Deputy-Spokesperson: S.Lami Management Board: M.Deile, E.Radicioni, N.Turini, V.Avati, K.Osterberg, J.Baechler

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|-------------------------|-----------------------------|---------------|------------|----------------|----------------|----------------------------------|----------------|
| <i>Coordinator</i> | M.Deile | E.Radicioni | F.Cafagna | N.Turini | V.Avati | S.Giani Deputy:H.Niewiadomski | K.Osterberg |
| <i>Project</i> | Run LPC BISU | Online | DAQ | Trigger | Offline | Analysis | Physics |
| <i>Management Board</i> | M.Deile | E.Radicioni | | N.Turini | V.Avati | K.Osterberg | |

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|-------------------------|------------------|-------------------------|----------------------|--------------------|---------------|-----------------------------------|
| <i>Coordinator</i> | Staff_CERN | E.Robutti S.Minutoli | E.Oliveri Finland | W.Snoeys | F.L.Rodriguez | J.Baechler |
| <i>Project</i> | RomanPots | T1 | T2 | Electronics | DCS | Technical Coordination |
| <i>Management Board</i> | J.Baechler | | | | | |

In addition, on all the matters the Spokesperson will deem to be relevant, he will involve and seek the advice of the Management Board, the former-spokesperson, and the deputy-spokesperson.

The Spokesperson will consult the Collaboration Board chair to guarantee that decisions pertinent to the Collaboration Board (e.g. for compliance to the TOTEM Governance and to the Management Plan, or for the management of conflicts) will be forwarded to the Collaboration Board.

The Run coordinator, in consultation with the spokesperson, will appoint for each TOTEM run 1 or 2 shift leader(s), who will operate with the same level of responsibility defined for the coordinators.

Financial and Human Resources – Coordinator: S.Giani ; Deputy: E.Radicioni

[Ref. TOTEM Governance:]

“The Collaboration Board, representing the full membership of the Collaboration, is the principal governing body of the Collaboration.” “On technical and scientific matters, the Spokesperson will consult broadly with other senior managers and the Management Team...”

PHYSICS & PUBLICATIONS

The analysis and physics results are discussed and blessed in the joint Physics/Analysis Meetings as regulated in [ref. TOTEM Organization Sheets (approved by the Collaboration Board in 2011)].

The publication process is managed by the Editorial Board according to its mandate [ref. TOTEM Governance] and defined practices [ref. EB Publication Policy].

Editorial Board membership:

Chairperson: M.G.Catanesi

Members ex-officio: Spokesperson, Deputy-Spokesperson, Physics Coordinator, Technical Coordinator

Composition: K.Eggert, M.Bozzo, R.Orava, M.Deile, V.Avati, M.G.Catanesi

The editorial process is based on peers-to-peers assessments and on a consensus-based mechanism (the time frame to achieve consensus is defined by the Editorial Board chair).

For each paper, the Editorial Board chair, in consultation with the spokesperson, appoints writer(s) and referee(s), who should produce a version of the complete paper by consensus. In case of no consensus between them, the spokesperson decides (if the spokesperson has been involved in the writing or in the refereeing, then the Editorial Board chair decides).

The complete paper version is released to the collaboration for comments according to [ref. EB Publication Policy]. The comments from the collaboration should be sent to the Editorial Board and they are evaluated/implemented by the writer(s) and the referee(s) by consensus to produce the final paper. In case of no consensus between them or with any member of the Editorial Board on the final version, the Editorial Board chair will request a majority vote decision of the Collaboration Board.

The Editorial Board chairperson is responsible to perform the preprints and papers submission to the journals (he/she can delegate this task to the Latex editors defined below).

The Editorial Board includes dedicated panels assigned to specific activities:

- Conference management and speaker bureau – managers: M.Deile, K.Eggert
- Latex – editors: M.Bozzo, M.Deile
- WWW – webmaster: V.Avati

[Ref. TOTEM Governance:]

“The Editorial Board is responsible for defining and implementing the publication policy for the experiment.” “The publication policy defines the: ... TOTEM internal refereeing processes...”

FUTURE PROGRAMME

The TOTEM future programme consists of the future physics programme (including also a common physics programme with CMS) and the detector upgrade programme (including also collaboration with CMS and R&D projects).

Two working groups are defined with the mandates and composition described below:

- The TOTEM Future Physics working group
- The TOTEM Detector Upgrade working group.

The two groups operate within the responsibility framework of the spokesperson on scientific and executive grounds, and they report to the Collaboration Board for all matters concerning the relations to CMS.

TOTEM Future Physics working group:

Mandate: study physics cases (gluon-gluon physics, high Pt jets, background channels to Higgs, diffractive Higgs...)

Production: “Physics MoU/TdR” with CMS

Composition: S.Giani, K.Osterberg, H.Niewiadomski, M.Deile, V.Avati, R.Orava, T.Csorgo, F.Ferro, K.Eggert...

Convenor: K.Eggert (Former-Spokesperson)

TOTEM Detector Upgrade working group:

Mandate: study detectors’ solutions (for IP3 project, radiation hardness, electronics, timing detectors...)

Production: “Upgrade LoI” for funding agencies

Composition: S.Lami, E.Radicioni, N.Turini, M.LoVetere, W.Snoeys, Finland, Staff_CERN, J.Baechler...

Convenor: J.Baechler (Technical Coordinator)

[Ref. TOTEM Governance:]

“The Spokesperson is the scientific leader of the Collaboration, responsible for financial, scientific, technical, and organizational decisions pertaining to the Collaboration.”