

Part of the MOU (for the period 2018-2022) describing the procedure for talks and publications:

1.1 Organization of the collaboration

1.1.1 Collaboration Board

This body decides about matters that concern the general policy of the collaboration. It is formed by duly authorized representatives of the Parties. The representatives are decided upon by the member institutions. Only representatives of full members have voting right and each of them possess one vote. Decisions of the CB shall be taken by reaching a consensus. In case a consensus cannot be reached, the decision shall be taken by voting. $2/3$ (two third) of the Parties entitled to vote, present in person or by proxy, shall constitute a quorum. Usual decisions shall require a $2/3$ (two third) majority of the votes cast. Decisions concerning the access of new Parties shall be taken by $2/3$ majority of the CB members entitled to vote. All documents (reports, list of candidates, etc.) related to decisions should be filed to the CB at least 5 working days in advance. The CB meets regularly at each collaboration meeting. CB board meetings can also be organized on a short notice in cases where important decisions have to be taken urgently, for example, concerning data taking.

The Chairperson is elected among the members of the CB by simple majority. The duration of the mandate is 3 years, with no limitation in the number of recurring nominations.

The CB appoints, in consultation with the GSI management for a period of 3 years, with no limitation of recurring nominations, a Spokesperson (SP), a Deputy (DE), a Technical Coordinator (TC) and a Software Coordinator (SC) with duties as defined below. These persons are ex-officio members of the Collaboration Board without voting right. The same goes for the Deputy Technical Coordinator and the Resource Coordinator.

1.1.2 Spokesperson and Deputy

The spokesperson (SP) and the deputy spokesperson (DSP) are elected by the Collaboration Board (CB) by simple majority of votes and for a period of 3 years. They are appointed after consultation with the GSI management. Re-election is possible. The DSP will not be from an institution of the same country as the spokesperson. The SP is responsible for the representation of the collaboration in scientific, technical and managerial concerns and coordinates all efforts of the collaboration. He reports to the CB on all items and prepares all major decisions to be made by the CB. The SP is responsible for the assignment of invited talks at conferences.

The DSP provides support to the SP in the management of the collaboration. In case the SP is not available, the DSP takes over his responsibilities. After consultation of and together with the members of corresponding committees they may take over all relevant decisions which do not allow further delay. Any decision is immediately forwarded to the CB. In particular, SP and DSP will be concerned with all preparations required to have an operating setup according to scheduled time scale. All management decisions are taken in understanding with the Executive Board (XB).

1.1.3 Executive Board (XB)

It shall administrate on a short-term basis (weekly) all actions resulting from decisions taken by the CB. Its role is also to prepare important decisions to be taken by the CB. It is composed of the following office holders: the Spokesperson, the Deputy, the Technical Coordinator, his/her deputy and the CB chairperson.

1.1.4 Technical Coordinator and deputy

The technical coordinator (TC) is elected by the CB by simple majority of votes and appointed after consultation of the GSI management. The TC monitors the activities of the various project groups to ensure a coherent design of HADES and to resolve potential conflicts arising from incompatible design decisions within parts of HADES. The TC *only* can authorize any update of the HADES detector. The TC receives and evaluates status reports from each project coordinator. He delivers summary reports to the CB. The TC is assisted by the technical coordinator of HADES at SIS100 who acts as a deputy. The deputy is proposed by the Technical Coordinator and endorsed by the Collaboration Board.

1.1.5 Technical Project Coordinators

The different tasks within the collaboration are supervised by technical project coordinators (TPC). TPCs are nominated for the work related to detectors, computing, and infrastructure. The TPCs carry responsibility for all technical decisions concerning their project. Each TPC has sole responsibility for the assignment of task to manpower within the project. Design considerations, which have (or potentially might have) impact to other parts of HADES, have to be discussed with the corresponding TPC and with the TC. No such decision may be taken against the veto of the TC. In case of a "decision making deadlock", the spokesperson should be informed. The TPC is obliged to deliver a freeze-out of the project design upon request by the TC.

1.1.6 Technical Board (TB)

The Technical Board is chaired by the Technical Coordinator. It consists of the Technical Project Coordinators and the deputy Technical Coordinator. Its aim is to coordinate the different projects and to assist the Technical Coordinator in the decision-making procedure. The Technical Board meets at least at each Collaboration Meeting and on a shorter notice when necessary.

1.1.7 Task Forces

SP and the CB can install task forces for addressing and solving special issues, as e.g. future extensions of the present setup. Technical solutions are prepared in consultation with the TC and with corresponding project coordinators.

1.1.8 Publication and Documentation Committee (PDC)

The board is composed of five ex officio members, i.e. the members of the XB. Additional six members are elected by the CB by simple majority of the votes cast. The PDC committee prepares collaboration documents (design report, status reports) and is responsible for the HADES WWW pages. The committee reviews all contributions to conferences and journals prior to submission. Details are laid out in section 2 (Hades Analysis and Publication Policies).

1.1.9 Software Coordinator (SC)

The Software Coordinator (SC) is elected by the CB by simple majority of votes and appointed after consultation of the GSI management. He/she shall deal with the simulation and the data analysis tasks. He/she organizes the development and implementation of the standard analysis and simulation packages and ensures the quality of the package. He/she shall report regularly to the CB.

1.1.10 Resource coordinator:

The Resource Coordinator is appointed by the GSI/FAIR management. He/she represents the HADES collaboration at the Resource Review Board where financial issues concerning future experiments at FAIR are discussed.

1.2 General conditions

The general terms of this agreement between GSI and the Parties are described in the document "General Conditions for Experiments at GSI". By signing the agreement, the Parties agree with the conditions defined in this document.

1.3 Data and intellectual properties

The rules laid down in the original MoU shall apply accordingly. New and associated members which did not sign the original agreement confirm by signing the present agreement that they consent and conform to these rules.

1.4 GSI and collaborating institutions obligations

The details of responsibilities and obligations of each Party are defined in sections 6 to 8.

1.5 Effective date

The addendum shall become effective for each party according to chapter 7.1. It shall remain in effect until the 31st of December 2022. The deadline of involvement of each party is the 31st of December 2022, unless differently stated and expressed in chapter 6 which defines the commitment of each institution. A further extension of the agreement is, however, possible.

1.6 Common funds

The participation to the common funds is mandatory. Every Party, except for the Host, contributes at least a sum of 1000€ per annum, which shall be used to cover the running costs of the experiment (consumables, small repairs or maintenance). As an exception lower contributions can be discussed and unanimously agreed upon, after a formal request by the Party to the CB and an agreement by the CB majority, but shall never be lower than 500 € per Party. Other ways to contribute to the HADES running costs may also be envisaged. The decision to use common funds for any expense shall be taken by the Executive Board. The contributions of the Party are transferred to GSI and booked to the HADES Common Fund Account. The authorized signatory of this account is the HADES department leader at GSI who will spend the money in accordance with decisions of the Executive Board.

1.7 Confidentiality

- (1) Confidential Information within the meaning of this agreement shall be all information either arising from documents (including in electronic form) provided by the Disclosing Party to the Recipient in connection with this agreement and which has been explicitly marked as “confidential”, or when disclosed orally, has been identified as confidential at the time of disclosure and has been confirmed

and designated in writing within 15 days from oral disclosure at the latest as confidential information by the Disclosing Party.

- (2) The Recipient undertakes to maintain strict confidentiality and to treat with the same degree of protection with which they treat their own Confidential Information and not to disclose such information to third parties. Moreover, the Recipient undertakes to use Confidential Information exclusively for the purpose of fulfillment of the agreement.
- (3) The Recipient shall be entitled to disclose Confidential Information to its employees, however, only to the extent necessary to fulfill the agreement. The Recipients shall be responsible for the fulfillment of the above obligations on the part of their employees and shall ensure that their employees remain so obliged, as far as legally possible, during and two years after the end of the agreement and/or after the termination of employment.
- (4) In order to achieve the object of this agreement, Confidential Information may also be disclosed to third parties provided that the Disclosing Party has given its prior written consent. In the event of disclosure of Confidential Information, the Recipient shall impose, in written form, the confidentiality obligation undertaken by it upon such individuals or companies whom the Parties entrust with Confidential Information or work under this Contract. The imposition of the confidentiality obligation upon such third party by the Recipient shall constitute an agreement for the benefit of the Disclosing Party with recourse. In addition, the Recipient shall be jointly and severally liable for compliance by the third party with this Confidentiality Agreement.

1.8 Exemptions from the undertaking of confidentiality

- (1) The obligations specified above shall not apply to the results of data analysis as well as of simulations even if they are marked as confidential. They are treated in accordance with rules given in chapter 2. “HADES Publication Policies“.
- (2) The obligations specified above shall not also apply to the extent to which the Recipient can prove that such Confidential Information was lawfully:
 - available to the general public at the time of disclosure or became available to the general public thereafter,
 - disclosed to the Recipient without any obligation of confidence by a third party who is in lawful possession thereof and under no obligation of confidence to the Disclosing Party,
 - already in the possession of or known to the Receiving Party at the time of disclosure,
 - developed independently by the Receiving Party, and in good faith, by its employees who did not have access to the Confidential Information, or
 - required to be disclosed by the Receiving Party in a judicial or administrative proceeding

1.9 Return/destruction of documents

The Recipient shall return all documents and records containing Confidential Information within the meaning as defined above and all copies thereof to the Disclosing Party at the latter’s request within one year after this agreement has been

executed. For this purpose, the term documents shall also include floppy disks and any other kind of data carriers. In the event of data stores incapable of being surrendered, such as hard disks etc., the Recipient shall delete or otherwise destroy the relevant data relating to Confidential Information at the request of the

Disclosing Party. At the request of the Disclosing Party, the Recipient shall confirm in writing without undue delay that all documents and records have been returned or, as the case may be, deleted or destroyed in accordance with the obligation stipulated above. To prohibit the roaming of premature analysis results which have not been approved by the HADES Collaboration

2 HADES Analysis and Publication Polices

2.1 Data Analysis

- (1) Data from all HADES beam times is available for analysis to all members of the HADES Collaboration. The analysis has to be based on data summary tapes (DST) obtained with the official HYDRA analysis package.
- (2) All analysis projects carried out have to be announced to the Executive Board who will, in consultation with the group announcing the analysis, assign the proper Physics Working Group (PWG).
- (3) The progress of the analysis has to be regularly presented in open (to the collaboration) analysis meeting (see section PWG).
- (4) All analysis activities leading to HADES publications are carried out in one of the Physics Working Groups. The number of active PWG's can change depending on the evolution of the experimental programme.
- (5) The appointment or replacement of a coordinator is proposed by the XB and approved by the CB.
- (6) The PWG leaders in consultation with the XB define the computer infrastructure used for documentation and communication (tools). All PWG use the same tools.
- (7) Each PWG schedules regular meetings during fixed weekly time slots which are defined by the PWG leaders and validated by the XB. The meetings are open to the collaboration and organized as video conferences. The date of a given PWG meeting is chosen after consulting the other PWG leaders and is announced at least one week in advance. The PWG leaders are responsible for the organization of respective analysis sessions during regular collaboration meetings.
- (8) Data being ready for a public presentation or a publication are presented in a PWG meeting and validated by the PWG leader(s) and the spokesperson. The corresponding pictures are stored in a password-protected location.

2.2 Presentation of Analysis Results

- (1) The Spokesperson will distribute speaking invitations received by the Collaboration on the basis of suitability of the speaker to the topic, and an equitable distribution of talks to individuals and institutions. Members of the Collaboration who receive personal invitations to give talks must inform the Spokesperson.
- (2) All members of the Collaboration should exercise caution and good judgment when discussing experimental results with individuals outside the Collaboration before the results have been published (i.e., presented publicly in a seminar or conference or submitted for publication in a scientific journal). These results should clearly be labelled "Preliminary".
- (3) When individuals outside the Collaboration are consulted for advice on the analysis or interpretation of the data, those individuals should be asked to respect the confidentiality of the data.

- (4) Members of the Collaboration should not present unpublished analysis results outside the collaboration in seminars, conferences, or other public forum unless:
 - The plots to be publicly shown have been validated, as described above.
 - The presentation has been posted in the HADES forum and the collaboration notified with a response period of at least one week for comments.
 - In some specific cases (first presentation of new results, important conference, etc.) a rehearsal is made, after request of the Spokesperson, in front of at least two members of the collaboration and a PWG leader.
 - Final approval on the presentation content is obtained from the Spokesperson following the response period

2.3 Publication of Papers

Papers of categories I

They present physics results which require extensive review and consultation of several collaboration members. The Publication and documentation Committee (PDC) will steer the publication process.

The submission of a category I paper proceeds along the following steps:

- (1) The leader of the PWG which guides the analysis process announces to the PDC the preparation of a paper and proposes the name of the chair of the writing committee and eventually other colleagues who will participate in preparing the draft.
- (2) The PDC approves the Paper Writing Committee (PWC) and adds a minimum of one colleague who did not take part in the respective analysis procedure as member of the writing committee. This person will take care that the general readability for non-experts is realized and acts as an unbiased writer.
- (3) Upon finalization of the draft, the PDC forms an internal Paper Review Committee (PRC), comprising a minimum of two colleagues, who will read and comment on the paper. The process of internal review is finished, when both the PRC and PWC agree on the quality of the paper draft.
- (4) The draft is placed on the Forum and the Collaboration is informed by email about the new paper draft. The discussion about the paper draft proceeds openly using the HADES Forum. The remarks are considered by the PWC. This review process lasts for a period of two weeks.
- (5) After this process, the PDC validates and submits the draft to a journal agreed about in consultation with the PWC. As corresponding email, the address `hades-info@gsi.de` is used. Read access to `hades-info@gsi.de` is granted to the whole Collaboration.
- (6) The iteration with the journal review team is steered by the PDC.

2.3.1 Category II papers

A conference contribution requiring a proceeding is announced in time to the PDC. The PDC assigns a member who will iterate the paper with the conference attendee. This member will also take care that the talk and the paper draft are posted to the FORUM in due time before the conference/workshop and the proceedings submission deadline, respectively. The time period for discussion on the HADES Forum is one week and the paper is submitted by the conference attendee.

2.3.2 Category III papers

This are publications concerned with instrumentation and simulations and reflect development work done mainly by a single local group and not using data obtained with the complete set-up. Such publications will be signed by members of this group and should be prepared in coordination with the respective PWG leader or member of the technical board. In addition, the PDC asks a qualified collaboration member (external to the submitting group) to review the manuscript and to communicate any objections both to the author(s) and to the PDC. Papers reflecting the work done by several subgroups might require the full approval procedure applicable to physics papers. Such a case is identified by the PDC.

2.4 Authors' lists

The Spokesperson and the CB Chairperson, based on the collaboration member database and following consultation of each Party's representative, shall set up the authors' lists for the publications of the collaboration with the following conditions:

- physicists, who participated during experiment, i.e. making shifts, contributing into preparation of the experiment etc. are included;
- physicists involved in the analysis of data related to the experiment are included;
- exception from above has to be approved by CB.

In particular the following lists should be maintained:

- active HADES members, that also show up on the HADES web site;
- authors for publications on physics journals;
- authors for conference proceedings, which only includes physicists;
- authors for other kinds of publications (like technical papers, annual reports, national meetings, etc.).

These lists shall be released by the CB chairperson, who shall update and make them available on a suitable location of the collaboration on-line document repository (http://webdb.gsi.de/pls/hades_webdb/hades_webdb.home) at least once per annum.

Any publication resulting partly or totally from the work carried out in the framework of the HADES project shall mention "HADES collaboration".

Particularly, the authors of conference proceedings should always make an effort to use the full actual author list by asking the editor of conference proceedings for an extra page. Only in case that it is refused, single author name and "for the HADES collaboration" could be used instead. Also in case of several HADES contributions to the same conference proceedings it is recommended to make only one contribution with the full author list and the other with single author and "for the HADES collaboration".