

“CNID by-laws”

for the Research and Development on Detector and Instrumentation for Particle, Nuclear and Astroparticle physics

Article 1 The Organizational Structure of the Network

The bodies responsible for the management of the network are the **Institutional Board**, the **Management Team** and the **Steering Group**. The activities are organized in **Work Groups**

Institutional Board (IB)

The Institutional Board is the highest decision-making body. It defines the Research Programme of the Network including the number and topics of the WG. All Institutes shall nominate an Institute Representative to the Institutional Board.

Institutional Board members are listed in Annex 1

Management Team (MT)

The management team is composed of the Spokesperson and Deputy Spokesperson.

Management Team members are listed in Annex 2

Steering Group (SG)

The Steering Group is composed of the conveners of all CNID Working Groups and is chaired by the CNID Management Team.

Steering Group members are listed in Annex 2

Work Group (WG)

A Work Group (WG) represents the organizational unit of the network. A WG is a sustained Research and Development (R&D) effort tied to specific technologies, purposes, applications, or methods. Its primary objective is to foster the networking between the involved groups and advance specific research goals. Work Groups shall reflect the internal organization of the Network.

Annex 3 lists the Working Groups of the Network. For each Work Group, Annex 3 shall include:

- (a) A brief description of the Working Group;
- (b) A list of the participating Institutions;
- (c) A list of persons holding functions of specific responsibilities in Working Group.

Article 2 Details on tasks and procedures of the Institutional Board

- The Institutional Board (IB) is composed of one nominated Institute Representative (IR) per Institute. The spokesperson(s) and/or his/her deputy(es), the spokesperson has the right to invite members of CNID to participate ex-officio in the meeting.
- In case a nominated IR cannot attend a IB meeting, he/she can nominate an IR delegate (proxy) representing the institute and carrying all rights and duties of the IR. The Institute shall inform the IB chair in advance of the meeting.
- Every Institute, represented by the IR or a proxy, has one vote. Ex-officio members do not have voting rights in their capacity as such.
- A IB vote is valid if at least one third of the voting members are present, in person or online, the decision is taken by a simple majority of the members present; if there is a tie, the vote of the institution of the spokesperson is the deciding one.
- A vote on a change of the by-laws requires the absolute majority of the members of the IB.
- To start a procedure to change parts of the by-laws other than the Annexes, requires a two-thirds majority of the votes cast in the Institutional Board.
- The Institutional Board may establish, extend and terminate Working Groups.
- The IB elects the Spokesperson by secret vote. Every voting IB member has one vote to be cast for a proposal. A proposal is elected if it gets the majority of the submitted votes. Failing majority, the election is repeated with the two proposals that got the most and second most votes in the first round, eliminating all other proposals.
- Other elections, votes, and nominations are conducted by secret ballot, preferably online. The voting period must remain open for at least 72 hours.
- The absolute majority of the IB can revoke any appointment at any time, if it is not satisfied with the quality or progress of the work.
- Draft minutes of the IB meetings shall be distributed no later than one month after the meeting and be submitted for approval to the following meeting.

Article 3 Details on tasks and procedures of the Spokesperson and/or Spokesperson Deputy (MT)

- The Spokeperson is elected by the IB for a period of 3 years. All the appointed positions are linked to the spokesperson's term.
- The Spokesperson(s) can nominate up to two deputies. The deputy(ies) must be approved/endorsed by the Institutional Board.
- The Spokesperson is assisted in his/her tasks by the Spokesperson Deputy(es).
- The Spokesperson officially represents the CNID Network.
- The Spokesperson executes the decisions taken by the IB.
- The Spokesperson ensures the coordination within the Network.
- The Spokesperson appoints the Conveners of the WG, considering composition of the Network (geographical, research, gender), for the endorsement by the IB. They must be Network members with

relevant experience and expertise proven by outstanding contributions in the field, who can overview the overall quality of the research products of the respective projects.

- The Spokesperson promotes diversity and harmony within the Network, also by fair and equal representation of each institute regardless of its financial status; direct and profitable contacts among the different research projects; continuous and direct exchange of information, data, literature within the Network to optimise the achievement of the intended results.

Article 4 Details on tasks and procedures of the Work Groups Conveners and SG

- The Work Group Conveners are responsible for coordinating the research activities of the Work Group as defined by the Institutional Board.
- WG conveners coordinate the activities of their respective research. They identify the needs of the groups Work within this activity.
- WG conveners stimulate exchanges of information, literature, data and samples within the groups involved in the project, and advance towards common publications.
- As SG members the WG conveners ensure fruitful and continuous connections with the other WGs promoting Cross-WG Integration and Joint Planning. Promote effective communication among WGs, identify synergies, and coordinate common milestone, and resource needs across the network.
- Ensure alignment of all Working Group (WG) activities with the strategic objectives and scientific priorities of the CNID network.
- Review the progress of WGs, identify delays or critical issues, and recommend corrective actions to guarantee coherent advancement of the CNID programme.
- The Spokesperson and Deputy Spokesperson chair the SG meetings, set the agenda, ensure transparent decision making, act as the interface with the CNID IB, and oversee the implementation of SG recommendations.
- The SG, with the agreement of management, has the right to invite members of CNID to participate ex-officio in the meeting.

Article 5 New Institutes joining, observers and Industrial Partners

Joining Network

CNID is open to all research institutions interested in R&D on detectors and instrumentation in the context of the CPAN scientific goals and Knowledge transfer activities. The institute applying for membership is required to file in the application which must include short description of the following points:

- Name of the institution and contact person
- Names of group members and fraction of their time devoted to CNID related activities.
- Current and past research activities
- Fields of interest within DRD3 Network

- Available resources (instrumentation, irradiation facilities, design and manufacturing facilities etc.)

The application form should be sent to the spokesperson at least two weeks before the next IB meeting. The joining institution representative is required to present the group at the IB meeting. The group becomes a member after being approved by a majority of the IB.

Leaving Network

The membership is terminated by:

- A member's decision to leave by a notification of IB of leaving.
- In cases of long-term absence of scientific contribution from member institutes, the Spokesperson shall approach the institutes to understand their commitment to DRD3

Network observer

An observer to Network is an institution who shares interest in the topic of research, but it is not ready for the full commitment of a member. They can be invited to present their work at Network meetings.

Industrial partner

Industrial partner is a commercial enterprise with which has the rights of the observer.

List of Annexes

- Annex 1 Collaborating Institutions and their Contact Persons
- Annex 2 Persons currently holding specific responsibilities within the Network
- Annex 3 Working Groups

Annex 1 Collaborating Institutions and their Contact Persons

#	Institution	Representative
1	IEM - CSIC	Olof Tengblad
2	Centro de Astropartículas y Física de Altas Energías (CAPA)-UZ	Gloria Luzón
3	Centro de Láseres Pulsados (CLPU)	José Manuel Álvarez
4	Centro Nacional de Aceleradores (US, CSIC, Junta de Andalucía)	Carmen Jiménez Ramos
5	Centro Nacional de Microelectrónica (IMB-CNM-CSIC)	Pablo Fernandez
6	CIEMAT	M.Isabel Josa Mutuberría
7	IGFAE-USC (Instituto Galego de Física de Altas Enerxías)	Abraham Antonio Gallas Torreira
8	Institut de Física d'Altes Energies (IFAE)	Stefano Terzo
9	Instituto de Física Corpuscular (CSIC-UV)	Carlos Lacasta
10	Instituto de Física de Cantabria (CSIC-UC)	Iván Vila Álvarez
11	Instituto de Instrumentación para la Imagen Molecular (i3M)	Laura Moliner
12	Instituto Tecnológico de Aragón (ITA)	Fernando Arteché
13	Universidad de Alcalá	Luis del Peral
14	Universidad de Cádiz	Inmaculada Ramos Lerate
15	Universidad de Córdoba	Jorge Berenguer Antequera
16	Universidad de Oviedo - ICTEA	Santiago Folgueras

17	Universidad de Salamanca	Begoña Quintana Arnés
18	Universidade de Vigo	Enrique Casarejos
19	Universitat Politècnica de València	Miguel Ardid
20	Instituto de Nanociencia y Materiales de Aragón (CSIC-UZ)	Agustín Camón
21	DICOM (UC)	Luisa Mª de la Fuente
22	CAB (INTA-CSIC)	Alicia Gómez
23	IPARCOS (UCM)	Juan Abel Barrio
24	Universidad de Barcelona - ICCUB	David Gascón
25	Universidad Autónoma de Madrid	Luis Labarga
26	Universidad de Sevilla	Rogelio Pinto
26	Donostia International Physics Center	Ander simon
27	IMDEA Nanociencia	Daniel Granados
28	Universidad Politécnica de Cataluña	Sergio Gómez
29	Instituto de Ciencias del Espacio (ICE)	aldos@ice.csic.es

Annex 2 Persons Currently Positions of Specific Responsibilities Within the Network

Persons currently holding Management and other senior positions within the Network

Spokespersons	Iván Vila Álvarez, IFCA (CSIC-UC)
Deputy Spokesperson	Inés Gil, CIEMAT
Deputy Spokesperson	César Domingo, IFIC (CSIC-UV)

WG1 Gaseous detectors: Yassid Ayyad (IGFAE) + Cristina Fernández (Ciemat)

WG2 Liquid detectors: Clara Cuesta (Ciemat) + Justo Martín (IFIC)

WG3 Solid state: Stefano Terzo(IGFAE) + Carlos Mariñas (IFIC) + Teresa Kurtukian (IEM)

WG4 Calorimetry: Mary-Cruz Fouz (Ciemat) + Héctor Alvarez-Pol (IGFAE)

WG5 Quantum sensing: Gemma Rius (IMB-CNM) + Igor García Irastorza UNIZAR)

WG6 Electronics: Santiago Folgeras (UNIOVI) + Fernando Arteché (ITA) + Diego Real (IFIC)

WG7 Mechanics & Integration: Cristobal Padilla (IGFAE) + Enrique Casarejos (UV)

WG8 Applications: Carlos Guerrero (US) + Gabriela Llosá (IFIC)

WG9 Scintillators and photodetectors: Luis Mario Fraile (UCM) + David Gascon (UB)

WG10 Characterization Techniques: Carmen Jiménez (CNA) + Jordi Duarte Campderrós (IFCA)

WG11 Training: from the institution leading the school organization + management team.

WG12 Low-Background experiments: Susana Cebrián (UNIZAR) + Francesc Monrabal (DIPC) + Roberto Santorelli (CIEMAT)

Annex 3 Working Groups

The CNID structure is based on a number of mainstream activities related to R&D on Detectors and instrumentation in the context of the CPAN scientific activities. At the formation of the Network, the following 12 Work Groups (WG) are defined:

1. WG1 etc

... to be completed.