

ICFA Panels Policies and Procedures

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Introduction

The International Committee for Future Accelerators (ICFA) has created several panels to facilitate international collaboration, discussion, and dissemination of information on technical topics relevant to accelerator and particle physics. Currently, there are eight ICFA Panels. This document is an attempt to provide formal policies and procedures for the creation and termination, organization and activities of the panels.

Creation of Panels

ICFA can create a panel on a specific technical area within or related to accelerators and particle physics, when no existing panel can serve the particular need in the field. The proposal for such a panel can originate within the ICFA membership or can come from the community through one or more ICFA members. The proposal will have to be discussed at an ICFA meeting and formally approved by ICFA.

A new panel should be created with a clear mission and mandate(s), specific time frame and a process for putting the panel into operation as outlined in the following sections.

Panel Composition, Selection and Terms

An ICFA Panel would have a Chair and about twelve members. ICFA appoints the Panel Chair through a selection process. ICFA also approves the appointment of panel members.

Panel Chair:

Candidates for Panel Chair are nominated through ICFA members. A short CV and a statement from the candidate should be provided with the nomination. The Panel Chair is selected by ICFA, from among the candidates nominated,

either by consensus or by a vote. The Chair is initially appointed for a three-year term, and can be reappointed for an additional term.

Panel Membership:

For a newly formed panel, ICFA will, in concurrence with the Panel Chair, appoint the members of the panel. The Chair can solicit candidate nominations from the community for members and propose them for appointment by ICFA.

Panel members are appointed by ICFA to staggered three-year terms and their tenure can be extended for an additional term. While approving members of a Panel, ICFA should consider, in addition to the specific expertise of the candidates, achieving of approximate regional balance and encouraging diversity.

Mission and Mandates

ICFA provides a mission and mandates for the Panel at the time of its creation. Mission and mandates are revisited on a regular basis, at least every three years, and, if needed, updated in concurrence with the Panel Chair. The Panel Chair is advised to consult with members to get feedback on proposed changes.

After a Panel has served its mission and if it is no longer relevant, the Panel will be terminated by ICFA.

Activities of the Panels

ICFA Panels organize and manage their activities and regularly report to ICFA once per year or upon request. The Panels may sponsor studies, publish newsletters, conduct topical schools, sponsor mini-workshops and recommend topical international conferences and/or workshops to be sponsored by ICFA. The Panels may also provide an accessible pool of experts on various technical aspects relevant to the mission of ICFA.