

SN Factory Organization & Rules

This document addresses the collaboration membership, responsibilities, and rules for the Nearby Supernova Factory collaboration.

BACKGROUND

The Nearby Supernova Factory project was created to study a large sample (approximately 300) of nearby ($0.03 < z < 0.08$) Type Ia supernovae in detail in order to refine their use as cosmological calibrated standard candles. This project consists of a systematic search using wide-field images from facilities on Palomar Mountain, California, a series of spectroscopic and imaging follow-up instruments, along with the software to tie these all together.

The choice was made to pursue the construction and use of a high-throughput integral field spectrometer with dual blue and red channels, accompanied by an auxiliary imaging camera and a dedicated guider/focusing camera. This instrument uses dedicated time on the University of Hawaii Institute for Astronomy 2.2 meter telescope on the summit of Mauna Kea, Hawaii. The instrument was built and installed and is being operated by the consortium of scientists and technical staff of the institutions listed below.

Past Hardware and Software Contributions of the collaborating groups are the following:

- The LBNL group has negotiated the agreement with the University of Hawaii for the use of the 2.2m telescope at Mauna Kea.
- The French groups and LBNL have designed, fabricated, installed, and commissioned the SNIFS spectrometer at the Hawaii 2.2m telescope.
- The LBNL group has initiated and realized the wireless link from Palomar Mountain to San Diego.
- The Yale group, with collaboration of a group from Indiana University, has designed, fabricated, installed and commissioned the Large Area QUEST Camera on the Palomar Samuel Oshin Schmidt Telescope.
- The LBNL group has written and commissioned the Supernova Search Program used to discover Supernova in the Palomar QUEST survey data.
- The French groups in the collaboration with LBNL have written the software to operate the SNIFS spectrometer and to analyze the data obtained from that spectrometer.
- The Yale group in collaboration with the NEAT group from JPL have written and commissioned the software for the fully robotic operation of the QUEST camera and the Palomar Telescope, and for the efficient collection and automatic distribution of the large volume of survey data.
- The Yale group has fabricated and commissioned a CCD camera now operating on the 0.9m telescope of the McDonald Observatory of the University of Texas and has written and commissioned the software to operate that camera and telescope in a fully robotic mode.

COLLABORATION MEMBERS

The SNfactory collaboration at this time consists of groups from:

- LBNL Physics Division
- Laboratoire de Physique Nucléaire et de Hautes Énergies de Paris (LPNHE), CNRS/IN2P3 and Universities of Paris VI & VII
- Institut de Physique Nucléaire de Lyon (IPNL), CNRS/IN2P3 and University Lyon I
- Centre de Recherche Astronomique de Lyon (CRAL), CNRS/INSU and University Lyon I
- Yale University Physics Department

PROJECT ORGANIZATION and MANAGEMENT

Collaboration Board

Responsibility for the governance of the Collaboration rests with the SNfactory Collaboration Board (SCB). The SCB consists of one member for each of the collaborating institutions and, in addition, includes the Principal Investigator of the Supernova Cosmology Project at LBNL, Saul Perlmutter, the Spokesperson for the French consortium, Reynald Pain and the Project Manager, Stewart Loken.

The current institutional representatives to the SCB are:

LBL : G. Aldering
LPNHE : P. Antilogus
IPNL: G. Smadja
CRAL: E. Pécontal
YALE : C. Baltay

The SCB is responsible for maintaining the Organization and Rules of the Collaboration as described in this document. The Rules of the Collaboration may be amended by a two-thirds vote of the CB. The CB is responsible for admitting new members to the Collaboration as determined by a majority vote.

A SCB Chair person shall be elected by the SCB and shall serve a one-year renewable term. The Chair shall be responsible for organizing and conducting CB meetings, including maintaining the agenda and keeping minutes. Any member of the SCB may propose an agenda item.

The SCB shall meet regularly, normally every two months, either in person or by teleconference or video conference. The Chair will call for agenda items and submit the agenda no later than one week before the meeting. The SCB shall seek to resolve collaboration issues by consensus. If no consensus is possible, the Chair and Project Manager are empowered to decide on a compromise. Minutes of the SCB meetings shall be posted except for those times when the SCB elects to convene in executive session.

Operations Committee

The SCB shall delegate responsibility for day-to-day operations to an Operations Committee (OC). The composition of the OC shall be proposed by the SCB chair and the project manager and must

be approved by the SCB. This OC shall report to the SCB at its regular meetings on all issues related to the operation of the project. If needed, the OC will communicate to the SCB any urgent issues that will affect operation of the project.

The OC currently consists of Pierre Antilogus, Greg Aldering, Rollin Thomas and the Project Manager, Stewart Loken, The OC shall meet weekly and is chaired by the Project Manager.

The responsibilities of the OC are the following:

- Ensure that all operations run smoothly
- Ensure timely processing of observational data
- Ensure timely analysis and publication of scientific results

Collaboration Membership

The present membership of the collaboration from the collaborating institutions is listed in Table I.

Graduate Students and Post Docs can be added to the collaboration at the discretion of the Group Leader of the relevant group. The admission of new faculty or permanent staff to the collaboration has to be approved by the SNfactory Collaboration Board. The institutional representative to the SCB from each member institution will have the responsibility to keep the SCB informed of any changes in the active membership from their respective institution.

PHYSICS ANALYSIS and PUBLICATION POLICY

Physics Analysis

Participation in the project includes instrumentation development and maintenance, observations, data reduction, development of analysis tools, analysis and publication. All collaboration members have access to raw data and available calibrated data. Members will not spread the data, or information about unpublished results, beyond the membership of the collaboration.

The OC will coordinate physics analysis. The SCB encourages the participation of all collaboration members in the definition and execution of relevant analysis concepts. Outlines of concepts for potential relevant analyses are requested to help guide this effort and to avoid unnecessary duplication of effort.

SN Factory Publications

Any paper written by a collaboration member that uses data, software, or internal group knowledge that comes out of the collaboration's work is assumed to be a collaboration paper unless otherwise agreed to in advance by the SNfactory Collaboration Board.

Collaboration members are assumed to be on author lists for collaboration papers. The standard author list for collaboration papers will be a list all authors beginning with the primary author or authors, followed by the other authors in alphabetical order. This will be followed by a list of the collaborating institutions in alphabetical order. The institutional affiliation of each author will be

designated by a superscript number corresponding to the number of that institution in the list. Members outside the collaboration may also be included depending on the relevance of their role to the particular paper. Final decision on authorship lies with the SCB.

In the event that there is no primary author or authors, the author list will consist of all collaborators in alphabetical order.

In some instances, authors outside the collaboration may wish to include unpublished data from the SNfactory. Requests for unpublished data must be approved by the SCB on a case-by-case basis. The paper including unpublished data will acknowledge the origin of the data within the body of the paper. In those cases where the preparation of unpublished data from the SNfactory requires a limited amount of analysis effort by a member of the SNfactory collaboration, the OC will call for volunteers to do that work. The person selected to do that work will be included as an author on the paper that uses the analyzed data.

In other cases, authors outside the collaboration may use SNIFS to take data for studies not related to supernovae. These studies will likely involve effort by members of the SNfactory collaboration. Depending on the level of effort expended by members to the SNfactory collaboration, those individuals should be included as authors on the papers resulting from analysis of the data from SNIFS.

All other issues related to publications and authorship will be directed to the SNfactory Collaboration Board for resolution.

The SNfactory Collaboration Board will propose collaboration members to give talks at conferences. Collaboration members should let the SCB know that they have been invited to give a talk. The SCB can propose members to give the talk. Collaboration members may write conference proceedings as a single author with the footnote ``for the Nearby Supernova Factory: list of names here...".

Appendix A

SN Factory Collaboration members as of 1 September 2006

G. Aldering , S. Bailey , S. Bongard , D. Kocevski , S. Loken , P. Nugent , S. Perlmutter , R. Scalzo ,
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Appendix B

