

By-laws  
of the  
HEP Subgroup of ACFA (“ACFA-HEP”)

1. Definition

ACFA-HEP is a subgroup of ACFA focusing on high energy physics, established on May 2, 2023, based on the consensus of ACFA representatives.

2. Purpose

Working within the ACFA framework, the purpose of the ACFA-HEP subgroup is to increase communication and collaboration amongst Asia/Oceania high energy physicists. Such collaboration includes development and usage of facilities and experiments within and outside of the Asia/Oceania region. The overall aim is to strengthen high energy physics in the Asia/Oceania region.

Mission:

- Promote HEP research,
- Strengthen Cooperative activities,
- Discuss common regional issues,
- Foster the next generation of scientists,
- Through ACFA, make recommendations and deliver our opinions/perspectives to HEP-related organizations/communities.

3. Membership will include:

- (1) Permanent Members
  - (2) Scientific Secretary (or Secretaries)
  - (3) ACFA members in HEP fields
  - (4) Additional (non-ACFA) members from HEP communities in Asia/Oceania. The tenure of these members will be determined independently by the member nations.
- Total number of members from points (3) and (4), above is limited to 2 per nation.

4. The Permanent Members are:

- IHEP Director, and
- KEK Director General.

The Permanent Members carry the responsibility of supporting the Scientific Secretaries in their roles in the operation of ACFA-HEP.

Permanent Members can call ad-hoc ACFA-HEP meetings.

5. Scientific Secretary (or Secretaries)

1 or 2 Secretaries are appointed by Permanent Members.

The roles of the Scientific Secretaries are to:

- Maintain the membership list, with email addresses,
- Prepare agenda for ACFA-HEP meetings,
- Keep minutes of ACFA-HEP meetings, and
- Prepare ACFA-HEP reports to ACFA.
- Any significant unresolved issues should be directed to Permanent members.

6. ACFA-HEP Meetings:

- ACFA-HEP meetings will be called at least once annually.
  - These meetings could be associated with the ACFA AFAD Symposium. Other meetings could be associated with a major international HEP Conference, such as the ICHEP or Lepton-Photon conference (which alternate annually).
- Meetings will provide for attendance via video link in addition to physical attendance.
- Reports from ACFA-HEP meetings will be made to the following ACFA meeting.
- Observer status at any meeting can be granted by the Permanent Members.
- Meeting dates will be decided by consensus and can be called by ACFA members who are also ACFA-HEP members and by the ACFA-HEP Permanent Members.
- Meetings will be co-chaired by Permanent Members, or one or the other, or their delegate.

7. Structure

Working groups or task forces can be requested by members from time-to-time. Setting up such groups and deciding how they will operate will require approval at an ACFA-HEP meeting.

8. Activities include, but are not limited to:

- Encourage participation in ACFA AFAD symposia,
- Encourage member nations to bid for large HEP conferences,
- Promote HEP schools, workshops, symposia, and topical conferences in member countries.
- At the request of members, help promote HEP to society and governments in their countries.

The above by-laws were adopted at the first ACFA-HEP meeting in Prague on July 23<sup>rd</sup>, 2024.