

MEMORANDUM OF UNDERSTANDING FOR COORDINATION OF IPACS HELD IN ASIA, EUROPE AND THE AMERICAS

Introduction

The International Particle Accelerator Conference (IPAC) series has evolved from large conferences held independently in North America (Particle Accelerator Conference [PAC]), Europe (European Particle Accelerator Conference [EPAC]) and Asia (Asian Particle Accelerator Conference [APAC]). The oldest of these, the North American PAC was first held in Washington, D.C. in 1965; the EPAC series began in 1988 in Rome, Italy; and the first APAC was in Tsukuba, Japan, in 1998. The force behind the burgeoning of these conferences was the need to share the almost explosive progress in accelerator physics, engineering and technology that began in the 1960's.

The PAC and the EPAC were each scheduled on two-year cycles, alternating with each other, with PACs held in odd years and EPACs held in even years, using a mutual PAC-EPAC reciprocity agreement initiated in 1994. The APAC had selected a three-year cycle; so not unexpectedly scheduling conflicts were almost immediately evident. The solution was the agreement formally reached in December 2007 (see Annex 1) to create the current International Particle Accelerator Conference (IPAC) series of conferences to be held once each year in a venue that rotates sequentially among the three regions:

- Americas (North and South Americas)
- Asia (including Oceania)
- Europe (including Russia and Middle East)

Consequently, the first IPAC was held at Kyoto, Japan, in 2010, the second at San Sebastian, Spain, in 2011 and the third in New Orleans, U.S. in 2012. The patterns and the coordinating processes are now reaching maturity and so it is an appropriate time to formally express what has been established as a guide for the future coordination of this very important scientific and technical conference series.

PURPOSE OF THE MOU

It is the purpose of this Memorandum of Understanding (MOU) to articulate the broad agreements that have been reached for scheduling and organizing the annual IPACs, formalize the process of coordination among the regional organizing committees and describe the process by which this Memorandum of Understanding may be modified.

ENABLING AGREEMENTS

It has been agreed by the sponsoring organizations of the IPACs in the three regions:

- the Asian Committee for Future Accelerators (ACFA) for Asia,
- the European Physical Society Accelerator Group (EPS-AG) for Europe,

- the Particle Accelerator Conferences Organizing Committee (PAC OC) for the Americas.
- to implement the following general items:

- That one IPAC will be held each year, preferably in the spring, in one of the three regions included in this MOU and that the conference venue will cyclically rotate so that only one IPAC is held in a given region once every three years.
- That every effort will be made to coordinate internationally the organization and implementation of the IPACs so as to meet the overall goal of having the most informative and productive of professional exchanges and of continuing education in the science, engineering and technology of particle accelerators and beams, bringing before the international community those current activities and recent developments of great international interest and in addition those special items of regionally based activity that are of unusual interest or greatly contribute to progress in the field .
- That a body to be known as the IPACCC be approved by the above listed three sponsoring organizations to facilitate coordination and to serve as a forum for resolving issues important for effective coordination of conference activities.
- That each regional sponsoring organization (ACFA, EPS-AG or PAC OC) is responsible for approving the bid to host an IPAC conference in its region, following the recommendation of a current IPAC OC within that region: this includes, specifically, the IPAC OC Chair and the proposed conference venue in that region.
- That the management of each conference in the IPAC series is the overall responsibility of an Organizing Committee (OC) established under the respective Bylaws or Rules for each region – those of the Asian Committee on Future Accelerators (ACFA), the European Physical Society Accelerator Group (EPS-AG), and the PAC OC (as the designated operational representative for the IEEE Nuclear and Plasma Sciences Society and the APS Division of Physics of Beams under the MOU of 1997 for joint support). The specific responsibilities of each IPAC OC are presented in detail in the section “IPAC Regional Organization” below.
- That each conference in the IPAC series supports a strong program of student grants to facilitate the attendance of students from all over the world who are preparing for a career in the fields of accelerator science and engineering and related technical areas.

IPACCC

Coordination of the activities and functioning of the IPACs in the three regions is to be accomplished through the International Particle Accelerator Conferences

Coordination Committee (IPACCC), as the natural evolution of the very successful PACCC. It is the primary function of the IPACCC to ensure that the IPAC OCs work constructively, harmoniously and creatively together. It is intended that the role of the IPACCC is that of a facilitator and coordinator, and it is agreed that in this spirit it does not have executive power over the IPAC OCs and that it is not empowered to unilaterally impose its decisions and recommendations. Implementation of decisions and recommendations must be by the agreement of the IPAC OCs or their sponsoring bodies as required by the Bylaws or Rules governing each region.

The membership of the IPACCC shall consist of:

- the three immediate past IPAC OC chairs,
- the three immediate future IPAC OC chairs
- the current IPAC OC chair who serves as the IPACCC Chair.

Under the present IPAC schedule the terms of service for each member of IPACCC is seven years, with one past IPAC Chair rotating out and the next sequentially future IPAC chair rotating in at the end of each IPAC. The term of the IPACCC Chair is from the end of the previous conference through the last day of the conference that he/she is chairing.

IPACCC will meet once during each IPAC, or more often should there be an urgent need to resolve any current issues. Agreement to hold an urgent meeting must be by a two-thirds vote of the IPACCC current voting membership.

The Chair is to publish brief minutes of each meeting that are approved by the IPACCC members (typically by e-mail, and normally within 30 days of each meeting), and distribute them to the Chairs of the three regional sponsoring organizations and the Chairs of the active IPAC OCs for distribution to those organization's members.

In the event that the same individual should serve as an OC Chair for two consecutive IPAC conferences within a given region, the regional sponsoring organization (ACFA, EPS-AG or PAC OC) will appoint another individual from their most recent IPAC OC membership to provide the second regional representative, who shall have full privileges as though he had been an IPAC OC Chair. The intent of this scheduling of membership is always to have two individual representatives from each region at all times plus the Chair.

All members of the IPACCC as specified above, and only those members, have equal voting rights except that the IPACCC Chair shall not vote, except when required to resolve a tie vote.

In the event that an IPACCC member cannot attend a meeting, it is that member's responsibility to arrange for another member of the current IPAC OC from the same region as the non-attending member to serve as the regional substitute for that meeting. The substitute shall have the same privileges as the regular member.

In the course of establishing the IPAC series, a number of items were agreed to which are also appropriate

responsibilities for the IPACCC. These have been referred to in various documents as "reciprocities" or "terms of reference" (see Annex 1). They are embodied in the following list of IPACCC responsibilities:

- Undertake to ensure appropriate representation of persons from each region on each IPAC OC and Scientific Program Committee (SPC).
- Encourage communication between the Local Organizing Committee (LOC) chairs of the most recent and future IPACs so as to facilitate the identification of best management practices, exchange of operational software and sharing of relevant conference data.
- Encourage effective communication between IPAC SPC's to avoid overlap in contents and speakers, to ensure global balance of speakers, to promote diversity, and to facilitate appropriate discussion of matters affecting the conference series as a whole (such as changes to the Main Classifications).
- Promote the attendance of senior conference managers (OC, SPC and LOC chairs) of sister conferences at conference organizational meetings and during conferences¹.
- Encourage each conference in the IPAC series in continued strong support of the JACoW² collaboration in providing essential support software, in promptly publishing IPAC Proceedings, and in maintaining the very valuable on-line proceedings archives.
- Coordinate those activities wherein it is required that the three regional bodies elect to act as a unit (e.g. the joint purchase of software for use in conference management or the assembly of world-wide accelerator operating parameter lists).
- Establish a repository for the minutes of OC and SPC meetings, and for the current versions of the Bylaws or Rules of each region concerning the organization of conferences in the IPAC series.

IPAC REGIONAL ORGANIZATION

Each IPAC is organized and managed by a conference Organizing Committee (OC) and three Subcommittees: a Scientific Program Committee (SPC), a Local Organizing Committee (LOC) and an Editorial Board (EB). It is agreed that:

- Each region is sovereign in deciding the members from that region on the Organizing Committee for each conference in the IPAC series.
- The various regional organizational processes, relations and responsibilities are set forth in a set of

¹ The term "sister conferences" refers to the conferences in the IPAC series that immediately precede and immediately follow a given conference.

² JACoW is the acronym for Joint Accelerator Conferences Website. JACoW is an international collaboration in electronic publication of accelerator conference proceedings on its websites.

published Bylaws or Rules established by the regional sponsoring organizations (ACFA for Asia, EPS-AG for Europe and PAC OC for North America) and are to be followed in organizing the IPAC in that region.

- Each IPAC OC should reflect the international scope of the series, ensure an excellent balance (in terms of regional representation, gender, and technical specialties) in all organizational matters, strive to produce a highly productive conference experience for the international community that it serves, and include those local regional activities that are unique and likely to be of special interest.
- The IPAC OCs are to be composed of a Chair and a voting membership from the host region selected as provided in the Bylaws or Rules pertaining to that region.
- Each IPAC OC shall also include voting members drawn in equal number from the two non-hosting regions so that the total non-hosting voting membership is equal in number to that of the hosting IPAC OC regional voting membership.
- Each IPAC is responsible for organizing its own SPC, LOC and EB as provided in its regional Bylaws or Rules and with strong sensitivity to appropriate and productive international participation.
- The Chairs of the OCs of the immediately preceding and following IPACs should be invited to attend OC meetings, to help ensure effective communication and to share relevant experience and good practice.

IPAC Organizing Committee

The IPAC OC is the principal organization responsible for establishing, managing and operating the conference, and for seeing that Proceedings are appropriately published in a format easily accessible to interested world scientific communities.

More specifically the IPAC OC is responsible for:

- Operating responsibly under the Bylaws or Rules of its regional sponsoring organization.
- Setting up and overseeing the activities of the SPC, LOC, and EB.
- Setting up such other subcommittees or groups as it deems necessary to ensure an efficiently managed and financially sound conference operation.
- Co-opting additional non-voting members as needed for effective management of the conference.
- Being responsive to the need for international coordination and participation as described in the section “Enabling Agreements” above.
- Ensuring as part of its fiduciary responsibilities to financial sponsors that the budget and purchasing activities are well documented, promptly and appropriately reported, and closed out quickly at the end of the conference and that the relevant final accounts are audited by an appropriate auditing organization.

- Publishing brief minutes of its meetings, that are prepared by the Chair and approved by the IPAC OC members (typically by e-mail, and normally within 30 days of each official meeting), and archived to the IPACCC website.
- Selecting the venues for future conferences in the IPAC series that are to be held in the host region of the particular IPAC OC. The selection of any venue within a given region is subject to the approval of the sponsoring organization within that region.

The IPAC Scientific Program Committee

The IPAC SPC is a sub-committee of the IPAC OC principally responsible for establishing and running the conference’s scientific program under the direction of the IPAC OC and the local Bylaws or Rules.

The membership is composed of a Chair, a set of voting members from the host region selected and approved by the host IPAC OC, and of voting members provided in equal numbers by the sponsoring organizations in each of the two non-host regions selected with appropriate discussion between the sponsoring organizations in the different regions. The voting membership of the SPC is such that, exclusive of the Chair, the total number of voting members from the non-host regions equals the number of voting members from the host region.

The Chairs of the SPCs of the immediately preceding and following IPACs should be invited to attend SPC meetings, to help ensure effective communication and to share relevant experience and good practices.

More specifically the SPC is also responsible for:

- Under the leadership of its Chair and in consultation with and approval by the IPAC OC establishing and staffing such subcommittees and groups as are deemed necessary to formulate and implement an exciting scientific program.
- Co-opting such additional non-voting members as are deemed necessary, and approved by the IPAC OC, to meet its responsibilities.
- Under the leadership of its Chair and in consultation with and approval by the IPAC OC, establishing the program major topics, subtopics and meeting program schedule.
- Coordinating closely with the LOC and EB to ensure the availability of the materials and logistical support needed to set up, implement and publish the Proceedings of the Scientific Program.
- Coordinating with the Scientific Program Committees of the immediately preceding and succeeding IPACs to ensure the uniqueness of the current program and adequate long-range coverage of topics of important interest.
- Publishing brief minutes of its meetings, prepared by the Chair and approved by the IPAC SPC members (typically by email, and normally within 30 days of each official meeting), and distributing them to the IPACCC, sister IPAC OCs and SPCs.

The IPAC Local Organizing Committee

The IPAC LOC is a committee reporting to the IPAC OC, principally responsible for all aspects of the day-to-day material preparation and operation of the conference under the applicable regional Bylaws or Rules and directions of the IPAC OC. The IPAC OC establishes its membership and organizational structure.

More specifically the LOC is also responsible for:

- Managing local finances and budgets.
- Ensuring that there are sufficient material resources and support staff to operate the day-to-day activities of the conference and such other approved activities necessary to organize and support the conference.
- Managing the appropriate compensation of support staff needed to operate the conference.
- Organizing and managing the principal conference functions, including but not limited to:
 - Conference registration.
 - Conference hotel accommodations.
 - Conference web pages.
 - Conference advertising.
 - Organizing and managing the student grant program.
 - IT services to support the LOC activities.
- Organizing and managing the day-to-day intra conference activities, including but not limited to:
 - A comprehensive industrial exhibition.
 - Satellite meetings and spaces as needed.
 - Activities that facilitate extensive communication among individual attendees.
 - Appropriate internet services, including an internet Café.
 - All social activities.

The IPAC Editorial Board

The IPAC Editorial Board (EB) is a committee reporting to the IPAC OC, principally responsible for overseeing the assembly, editing and prompt publication of the Conference Proceedings under the Bylaws or Rules of the host region and the direction of the IPAC OC. The membership of the EB consists of the SPC Chair, the LOC Chair, the Scientific Secretariat, and technical persons as necessary. The EB Chair serves as the official Editor of the Conference Proceedings.

More specifically the EB is also responsible for:

- Establishing and managing all the needed EB IT activities required during and prior to the conference.
- Overseeing the assembly, editing and prompt publishing of the proceedings of the conference scientific program.
- Working closely with the SPC and LOC, respectively, to support formulation and publication of the scientific program and to coordinate publication costs.
- Serving as the principal contact and interface with the JACoW collaboration in those activities requiring the services of that organization.

APPROVAL, AMENDMENTS AND TERMINATION

This Memorandum of Understanding for the Coordination of IPACS in Asia, Europe and the Americas is effective upon signature by the OC Chairs, past, current and future in each of the three regions.

This MOU may be amended by a written recommendation approved by a two-thirds majority of the IPACCC voting membership and the concurring signatures of the respective Chairpersons of the ACFA, EPS-AG and PAC OC.

Any of the three sponsoring entities, the ACFA, the EPS-AG or the PAC OC may terminate this MOU by at least a six month advanced written notice to the current chair of the IPACCC, or by mutual agreement of all three of the parties.

ANNEXES

1. Notes of the December 2007 Meeting on the Introduction of IPAC.
2. Bylaws of the PAC OC (current at date of signature of this MOU).
3. Rules of the EPS-AG for the Organization of IPAC Conferences when held in Europe (current at date of signature of this MOU).
4. Rules of ACFA for the Organization of IPAC Conferences when held in Asia (current at date of signature of this MOU).

SIGNATURES

This Memorandum of Understanding for the Coordination of IPACS in Asia, Europe and the Americas is signed by the Organizing Committee Chairs, past, current and future in each of the regions on Wednesday, May 6, 2015.

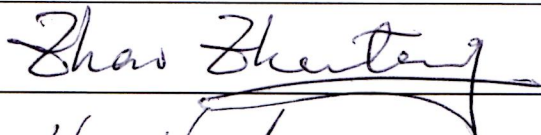
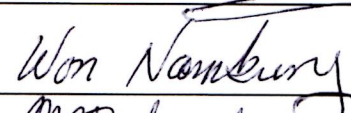

Asia	
Zhentang Zhao (IPAC'13)	
Won Namkung (IPAC'16)	
Mark Boland (IPAC'19)	

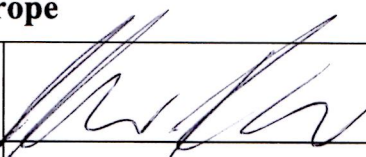

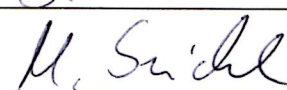
Europe	
Oliver Brüning (former EPS-AG Chair) on behalf of Andrzej Wolski (IPAC'14)	
Gianluigi Arduini (IPAC'17)	
Mike Seidel (IPAC'20)	


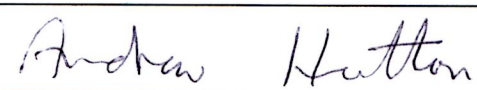
The Americas	
Vic Suller (IPAC'12)	
Andrew Hutton (IPAC'15)	
Lin Liu (IPAC'21) on behalf of Lia Merminga (IPAC'18)	

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