

Organisation of CMS-UK

Introduction

This document summarises the management and oversight arrangements for the CMS-UK project. The emphasis here is on the construction phase and on the arrangements internal to CMS. The organisation is expected to evolve as the project moves into the exploitation phase. The overall are described in more detail in various PPARC documents, most notably in the report to PPARC Council of the SLA Review Panel:

http://www.pparc.ac.uk/Rs/Cm/ReptR/report_of_the_review_of_the_operation_of_the_particle_physics_SLA.asp .

An organogram summarising the management and oversight arrangements is shown in figure 1.

Oversight Committee

The Oversight Committee receives reports from the UK Spokesperson and Project Managers and advises PPARC on the technical progress, schedule and cost of the Project. The composition and terms of reference of the oversight committee are to be found at

Project Management Committee

The Project Management Committee is internal to the Project. It is chaired by the Director-PPD and its role is to provide advice to the Spokesperson on issues relating to the oversight and control of the Project. In particular, it receives, discusses and agrees formal reports and financial statements to be submitted to the Oversight Committee. A PPARC representative is invited to attend. The composition of the PMC is unchanged from that of the previous PMC, although its terms of reference are modified to reflect the change in emphasis of its role.

CMS-UK Steering Committee

The Steering Committee is the body that guides the progress of the Project. It receives regular reports from the Project Managers, identifies problems and proposes actions to manage resources where needed.

The Steering Committee is chaired by the Spokesperson and provides the mechanism by which the Spokesperson discharges the responsibilities placed on him/her by PPARC.

The other members of the Steering Committee are the Deputy Spokesperson and the Project Managers of each of the sub-projects (ECAL, Tracker, Global Calorimeter Trigger, and Computing). There is a Secretary who is a full member of the Steering Committee. Every CMS-UK institute is to be represented on the Steering Committee. Should the basic membership not achieve this, one or more additional members may be included.

Other members of the CMS-UK Collaboration may be invited to attend meetings as and when appropriate.

The Steering Committee will meet at least twice per year, approximately two weeks before the scheduled meetings of the Project Management Committee. Additional meetings will be organised as and when required. Whenever possible, the date of the following meeting(s) will be fixed at the previous meeting. The venue will be chosen to maximise attendance. Teleconferencing may be organised if necessary.

The Agenda will be discussed and agreed by the Spokesperson and Deputy Spokesperson and distributed by the Secretary at least one week before the meeting.

UK Spokesperson

The role of the Spokesperson is defined in the SLA report:

‘...a single identified individual who takes responsibility for the scientific success of the project and for delivery within the agreed costs and schedule (see PPA(03)09 dated 29 January 2003). This individual will be given the authority over the resources required to carry out the project as approved.’

Deputy Spokesperson

The Deputy Spokesperson works closely with the Spokesperson, providing support and advice, with particular emphasis on issues of resource management. The Spokesperson and the Deputy Spokesperson should not be from the same institute.

Project Managers

A Project Manager is the individual responsible for the day-to-day planning and execution of a sub-project within the agreed budget and timescale. The Project Managers report to the Spokesperson and the Deputy Spokesperson through the Steering Committee.

Terms of Office and Elections

The term of office of the Spokesperson is two years. The Spokesperson may continue to serve for further terms. It is anticipated that the emphasis will be on stability during the construction phase, but during the exploitation phase the Spokesperson will change regularly.

The Spokesperson is elected by members of the CMS-UK Collaboration. The set of those eligible to vote is defined by the list of names appearing in the central CMS database as CMS authors for the purpose of M&O sharing.

Elections will be held in July of odd years, for the term of office starting the following January. The election will be organised by the Secretary of the Steering Committee and conducted via e-mail.

The candidate receiving the most votes will be elected. The current incumbent will not vote unless there is a tie, in which case the incumbent will cast the deciding vote.

Immediately following the election, the Spokesperson will nominate a Deputy, to be endorsed by the Steering Committee.

Project Managers are expected to change infrequently. A proposal for change may be made to the Spokesperson by any member of the Steering Committee (including the Spokesperson). If the Steering Committee agrees that a change is necessary or desirable, the Spokesperson will nominate a replacement, to be endorsed by the Steering Committee.

The Secretary is nominated by the Spokesperson, to be endorsed by the Steering Committee, taking into account the need for all institutes to be represented within the Steering Committee.

The starting composition of the Steering Committee is that shown in figure 1 and notified to PPARC Council in July 2003.