

# Welcome to the CLAS Collaboration



The CLAS Collaboration is the body that manages the CLAS and CLAS12 experiments at Jefferson Lab. The structure and rules of the Collaboration are described in the [CLAS Collaboration Charter and Bylaws](#). In these documents you will find a description of your rights and duties as member of the Collaboration, the bodies that constitutes the Collaboration structure and the procedures that regulates activities in the Collaboration. The present document is not intended to substitute the Charter or Bylaws but only to provide a quick reference to the relevant information and links.

## Collaboration bodies

The Collaboration structure includes the following administrative bodies:

- the [CLAS Coordinating Committee](#): the governance body of the Collaboration, formed by the Collaboration Spokesperson, the Hall B Leader, the Physics Working Group Chairs;
- the [Membership Committee](#): formed by the representatives of each institution that is member of the Collaboration and in charge of membership business;
- the [CLAS Speaker Committee](#): in charge of monitoring and controlling the dissemination of results via conference talks and proceedings;
- the [Service Work Committee](#): in charge of monitoring and evaluating the service work performed by each institution;

the following working groups:

- the Physics Working Groups:
  - [Deep Processes Working Group](#),
  - [Hadron Spectroscopy Working Group](#),
  - [Nuclear Physics Working Group](#),
- the [Software Working Group](#),

and the following technical bodies:

- the [Calibration and Commissioning Group](#).

## Mailing lists:

Relevant mailing lists for Collaboration activities include:

- CLAS Collaboration: [clas\\_members@jlab.org](mailto:clas_members@jlab.org)
- Hall B: [hallb@jlab.org](mailto:hallb@jlab.org)
- CLAS offline software and analysis: [clas\\_offline@jlab.org](mailto:clas_offline@jlab.org)
- CLAS12 Software Group: [clas12\\_software@jlab.org](mailto:clas12_software@jlab.org)
- CLAS12 Calibration and Commissioning Group: [clas12\\_calcom@jlab.org](mailto:clas12_calcom@jlab.org)
- Hadron Spectroscopy Working Group: [clas\\_hadron@jlab.org](mailto:clas_hadron@jlab.org)
- Deep Processes Working Group: [deepwg@jlab.org](mailto:deepwg@jlab.org)
- Nuclear Physics Working Group: [nuclear@jlab.org](mailto:nuclear@jlab.org)
- CLAS Students and Postdocs: [clas\\_students\\_postdocs@jlab.org](mailto:clas_students_postdocs@jlab.org)

Registration to the mailing lists can be requested following the instructions at [this link](#). The full list of mailing lists, including CLAS and CLAS12 lists is available at <https://mailman.jlab.org/mailman/listinfo>. (Note that access to the above links requires the user to login first on the JLab Computer Center page at [cc.jlab.org](http://cc.jlab.org)).

### **First steps for new members**

After applying for CLAS membership, new member candidates enter a “probation” period during which they should demonstrate to have contributed to the Collaboration by doing service work, such as detectors calibration, hardware work etc. The minimum duration of the probation period is of three months, after which the Membership Committee, based on a positive evaluation of the candidate’s service work, can promote him/her to Term member of the Collaboration. Once this is achieved, the new member can:

- have access to CLAS and CLAS12 data with the support of a Full member of the Collaboration (see below),
- be listed as an author on CLAS and CLAS12 publications;

should:

- choose a Physics Working group and update his/her choice in the [CLAS membership database](#),

must:

- if graduate student, have his/her advisor inform the CLAS Coordinating Committee of the selected thesis topic,
- continue doing service work,
- participate in data taking by taking shifts.

### **Web pages and passwords**

Most of the useful websites for the CLAS Collaboration are accessible from the [Jefferson Lab Hall B web page](#).

Access to some of the web pages is restricted and may require username and password. The ones for the membership database are the JLab CUE username/password. The ones for the shifts, service work, and reviews database can be provided by the Institutional Representative.

### **Accessing CLAS and CLAS12 data**

Access to CLAS and CLAS12 data is granted to all Full members of the Collaboration. Members interested in performing a particular analysis should inform the relevant Physics Working Group Chair and the spokespersons of the experiment that collected the data.

### **Dissemination of CLAS and CLAS12 results**

Any new result from CLAS or CLAS12 data needs to be approved by the relevant Physics Working Group before being presented to the outside world. In addition, before giving a presentation at a conference or workshop, the speaker should get in contact and submit a request to the [CLAS Speaker Committee](#). See the instructions on the wiki page.

### **CLAS and CLAS12 Service Work**

Each CLAS institution is requested to perform a certain amount of service work every year to maintain the membership status as established in the [CLAS Collaboration Bylaws](#). See the [Service Work Committee](#) page for more information.

### **Participate to data taking**

Each CLAS institution is requested to participate in data taking by covering shifts as established in the [CLAS Collaboration Bylaws](#). A shift schedule is typically generated every 6 months to cover the next 6 months of data taking and published [online](#). The Institutional Representative manages shift assignment to individuals.

### **Meetings**

CLAS Collaboration meetings take place three times per year. Meetings of the Working Groups are organized on a weekly or by-weekly basis. Information on the meetings schedule is circulated via the relevant mailing list. All meetings can be joined remotely.

