

MWA SCIENCE WORKING GROUP POLICY

Version 1.0 2019 May 22 (Heald)

Version 1.1 2019 July 30 (Heald)

- Clarify that Principal Scientist will post SWG policies on wiki when endorsed

Version 2.0 2024 May 30 (Riseley)

- Added clause 14- whereby MWA Principal Scientist(s) can temporarily assume the role of SWG Chair in a situation where a current Chair departs but no replacement Chair can be found

This policy describes the definition, purpose, construction, and organisational principles for MWA Science Working Groups (SWGs).

1. This policy will be periodically reviewed and revised by the MWA Board, according to changes in project conditions.
2. If users of this policy identify issues relevant to this policy, but not explicitly covered by this policy, these issues can be raised in writing to the MWA Board Chair, for consideration by the Board.
3. The MWA Consortium supports the organisation of a small number of Science Working Groups (SWGs) that coordinate scientific research activities within specific broad categories. Four such groups were established early in the project history, namely: Galactic and Extragalactic (GEG); Epoch of Reionization (EoR); Solar, Heliospheric and Ionospheric (SHI) science; and Transients.
4. MWA SWGs fulfil four primary purposes:
 - i) to connect researchers at different locations, fostering collaboration through joint projects and formal communications;
 - ii) to train new and existing MWA and SWG Members, maximising the science outcomes from the telescope;
 - iii) to clarify the process of defining projects and publishing results, through clear and transparent policies that protect MWA Members, especially students; and
 - iv) to foster the development of MWA Large Projects and organizing associated activities.
5. MWA Members may join more than one SWG. Members may also choose to not join any SWGs. MWA Members are not restricted from producing MWA Publications if they choose not to join a SWG, but they must always adhere to the MWA Publication Policy.
6. New SWGs can be established with approval of the Board. The following required information should be provided for consideration:
 - a) A description of the science area that is to be organised by the new SWG, the key research questions to be addressed, and how the new SWG will bolster the scientific capacity of the MWA;
 - b) A list of founding members who support the formation of the new SWG and who intend to join the SWG;

- c) A list of relevant existing data sets that will be analysed, and/or an overview of new observations to be proposed to support SWG goals;
 - d) A description of intended SWG policies as described in item 10; and
 - e) A description of plans for communications within the SWG membership and for fostering inclusive collaboration across the international membership.
7. Detailed guidelines for SWG management, policies, and activities are provided in the SWG Terms of Reference (ToR), which will be regularly reviewed and updated by the Board.
 8. SWGs are coordinated by SWG Chairs. The term length and transition guidelines for SWG Chairs are specified in the ToR. Nominations for incoming SWG Chairs will be considered by the Board, who are responsible for selecting and endorsing new SWG Chairs.
 9. SWG Chairs are expected to maintain communication with the MWA Principal Scientist and the rest of the collaboration as specified in the ToR. Each SWG should provide a short progress report to the MWA Board, for each of its face-to-face meetings (generally twice per year).
 10. Each SWG will maintain its own organising documents and policies. SWGs are empowered to establish the organisational structures that are best suited to the team and goals, but must follow the principles outlined in the SWG ToR. SWG organisational documents and policies must be endorsed by the Board. Once endorsed, SWG policy documents will be posted on the MWA Wiki by the MWA Principal Scientist.
 11. SWGs may establish their own Builders' Lists, as described in the MWA Builders policy.
 12. SWGs can be disbanded by sending a letter of intent to the Board. The letter should indicate the reasons for disbanding, and indicate whether the SWG members support the decision. The SWG will terminate following approval of the Board.
 13. Conflicts related to this policy or the SWG ToR should be communicated to the MWA Principal Scientist, who will refer the matter to the Board for resolution
 14. If an outgoing SWG Chair is unable to find a suitable candidate to take over the role, the MWA Principal Scientist(s) may temporarily assume the rights and responsibilities of SWG Chair and act in the role until a replacement can be found, following the procedure outlined in these Terms of Reference.

Terms of Reference for MWA Science Working Groups (SWGs)

Version 1.0 2019 May 19

Approved by MWA Board, 22 May 2019

Formal rules for formation, membership, leadership and dissolution of MWA SWGs are specified in the MWA SWG policy. This document provides guidelines for participation in, and leadership of, existing MWA SWGs.

SWG Purposes and Policies

As described in the MWA SWG policy, SWGs fulfil four primary purposes:

- i) to connect researchers at different locations, fostering collaboration through joint projects and formal communications;
- ii) to train new and existing MWA and SWG Members, maximising the science outcomes from the telescope;
- iii) to clarify the process of defining projects and publishing results, through clear and transparent policies that protect MWA Members, especially students; and
- iv) to foster the development of MWA Large Projects and organizing associated activities.

Each SWG is empowered to develop the organisational policies that best suit the team and the SWG goals. These should be established in the spirit of fulfilling each of the SWG Purposes listed above. In particular, procedures for enabling clear and effective communication within the SWG should be established, as well as mechanisms for collaboration and training. Organisational documents and policies must be endorsed by the Board before they can be adopted.

SWG Members

SWG members are expected to participate in SWG telecons and meetings, and to respond in a timely manner to requests from SWG Chairs for input, feedback and information. SWG members must adhere to SWG policies.

SWG Chairs

SWG Chairs are selected and endorsed by the MWA Board. The term length for SWG Chairs is not bounded, but it is recommended to rotate the Chair role every 2-3 years. Nominations for a new Chair should be sought from the entire MWA membership, by the current SWG Chair(s), and provided to the MWA Board. For SWGs with more than one Chair, it is recommended to stagger Chair rotations to provide continuity in SWG leadership.

SWG Chairs are expected to maintain regular communication with SWG membership through open and accessible channels, including email lists, slack/trello channels, and the wiki pages on the MWA website. Telecons are expected to be organised on at least a quarterly schedule.

SWG Chairs are expected to maintain communication with the MWA Principal Scientist through a periodic telecon. The purpose of this telecon is to ensure that SWG progress and

plans are more visible across the collaboration. SWG Chair meetings will take place quarterly, and can be organised to take place either by telecon or in person at MWA Project Meetings.

SWG Chairs are expected to provide updates to the full MWA membership by delivering a talk at each MWA Project Meeting. This can be achieved either by attending in person, or via a delegated SWG member. A short progress report should be provided to the MWA Board twice per year, for their face-to-face meetings.