VirgoLab Rules of Procedure

The Council of the European Gravitational Observatory (EGO) put in place an Organisational Review of EGO and Virgo, with a report provided by the review committee in March 2024, recommending the creation of VirgoLab.

This document is based on the “VirgoLab Organisation and Governance” document, endorsed by the EGO Council during its session on 19 March 2025, and is annexed to the “Framework Agreement for the Participation in VirgoLab” (Annex 3).

# VirgoLab Executive Board

The Executive Board (EB) is the primary management body of VirgoLab, responsible for the detailed implementation of the VirgoLab activities and in charge of its operational decisions. The EB is responsible for making key decisions on all aspects of VirgoLab.

## Key responsibilities

VirgoLab EB is in particular in charge of:

* **Technical Decisions**: The EB takes all the technical decisions concerning the Virgo Interferometer.
* **Operational and Upgrade Decisions:** The EB takes all decisions concerning the operation, commissioning and upgrades of the Virgo interferometer.
* **Resource allocation:** The EB establishes the necessary resources for the projects and manages the available resources to reach the best performances of the Virgo Interferometer.
* **Organisation and oversight of internal and external project reviews:** Internal project reviews will be organised by the projects themselves and the outcome reported to the EB. External project reviews will be organised by the EB and the outcome reported to EGO Council and the VirgoLab Board of PIs.
* **On-site equipment:** The EB oversees the installation and proper functioning of all equipment in the Virgo Interferometer.
* **Strategic Priorities and long-term planning**: The EB elaborates the strategic priorities and long-term planning for approval by the EGO Council.

## Composition

The composition has to ensure that all aspects of Virgo’s operation and future upgrades are covered by the appropriate expertise. The EB members represent the operational and technical leadership of VirgoLab and include:

* EGO Director (Chair)
* Upgrades Coordinator
* Commissioning Coordinator
* Detector Operation Coordinator
* Chair of the VirgoLab Technical Committee
* Virgo Spokesperson
* Chair of the Virgo Lab Board of PIs

The Program Officer assists as an observer to the EB Meetings. The Resource Coordinators are also invited to the EB on all relevant topics.

## Meetings

The EB is chaired by the EGO Director, who calls the meetings, proposes the agenda and leads the discussions. The EB members may propose to add, delete, modify or combine agenda items, or re-arrange their order. At the end of each meeting, the EB shall adopt a decision record that should be made public. Minutes will be made available to the Participants, the EGO Council and the VirgoLab Members and will be approved by the EB at the following EB meeting. The board meets typically on a weekly basis to assess and make critical decisions regarding both the day-to-day operations and the long-term upgrades of the interferometer. In case of critical and urgent matters, the EB meets as frequently as necessary.

## Decision-Making

The EB is committed to striving for consensus in its decisions. In practice, this means that members will work collaboratively to find solutions that everyone can agree upon, leveraging the collective expertise of the board. In the event that the EB cannot reach consensus on a particular issue and no decision by means of discussion, including votes, can be reached, the EGO Director has the final authority. This ensures that the board’s deliberations do not lead to operational delays or indecision, with the EGO Director empowered to make the necessary calls for the project's success.

## Reporting

The EGO Director, in their capacity as chair of the Executive Board reports to the EGO Council on the decisions of the EB and the activities of VirgoLab. The members of the EB report the relevant decisions to the entities they are responsible for. The Program Officer in its position as oversight person reports to the EGO Council President.

# Technical Committee

**Technical Committee (TC**) provides technical guidance and support to the EB and the VirgoLab Projects. The TC ensures that technical challenges are addressed collaboratively and that resources are deployed effectively to meet project goals.

## Key Responsibilities

The TC is in particular in charge of:

* **Coordination of the work of the Technical Teams:** Discuss and defines deliverables for the Technical Teams, based on the requirements from the projects, reviews the Technical Teams work and deliverables, promotes collaboration among Technical Teams.
* **Technical Advice:** Comments on technical proposals, system performance, and upgrade plans to the Executive Board and the VirgoLab Project.
* **Coherent Technical Solutions:** Elaborates common technical solutions that may span over several System Units.
* **Defining Workmanship Standards**: Elaborates the standards that are applied in all projects.
* **Risk Management:** Assesses and advises on technical risks and mitigation strategies.
* **Oversight of Training and Safety procedures**: Is responsible for the adequate training and safety procedures to be in place.
* Technical Team Structure: Proposed changes, creation or closure of Technical Team to the Executive Board.

## Composition

The TC consists of the VirgoLab Technical Team Leaders and the Chair of the Technical Committee (TC Chair), additional Experts are invited as needed. The TC Chair is designated by the TT leaders.

## Meetings

The TC Chair calls the meetings, proposes the agenda and leads the discussions. The TC members may propose to add, delete, modify or combine agenda items, or re-arrange their order. At the end of each meeting, the TC shall adopt a decision record that should be made public. Minutes will be made available to the Participants, the EB and the VirgoLab Members and will be approved by the TC at the following TC meeting. The TC meets typically on a monthly basis, additional meetings can be scheduled as needed, in particular on request of the EB.

## Decision-Making

The TC seeks consensus for the advice it provides, but all perspectives are presented to the EB in order to enrich its decisions. The TC also oversees the coordination among the VirgoLab TTs. In case no consensus can be reached, the TC Chair decides on the priorities to be presented to the EB.

## Reporting

The TC reports directly to the EB, providing technical recommendations. Final decision-making rests with the EB and the EGO Director. Decisions taken by the EB or the TC are reported by the Team Leaders to their respective teams.

# Board of PIs

The Board of VirgoLab PIs is in charge of making VirgoLab a collaborative effort, organising VirgoLab wide meetings, overseeing the resource review procedure and in particular the pledging of resources from the Member Labs. It offers input on the VirgoLab strategy, steers the procedure for new Member Labs and is in charge of the publication policy of VirgoLab. While the Virgo Lab Board of PIs is an important advisory and oversight body, it does not take executive decisions. The board’s role is to provide informed input to the EB, in particular through the Chair of the Board of PIs, that can help shape these decisions.

The board of VirgoLab PIs will define and document its Terms of Reference for its internal operation, in line with the VirgoLab foundational documents and in particular the Rules of Procedure. These Terms of Reference will be endorsed by the VirgoLab EB.

## Key responsibilities

The board is in particular in charge of:

* **Resource Review Process:** Receives by the EGO Director presentations concerning the establishment and the execution of the Annual Resource Plan. It reviews the resource requested for the upcoming year and liaises with the funding institutions for pledges of resources to be provided from the Member Labs to VirgoLab.
* **Membership:** The Board of PIs is responsible for the admission of new groups to VirgoLab and oversees the establishment of the documents to be signed between EGO and the new group.
* **Personnel Matters:** The Board of PIs is represented in the search committee of the EGO director (*infra* 4.3) either through its chair, members or designated persons.
* **Publication Policy**: The Board of PIs oversees the publication policy and process, as well as the authorship criteria and the authorship list of the VirgoLab activities.
* **VirgoLab Life**: The Board of PIs will organise regular meetings of the VirgoLab community.

## Composition

The Board of PIs is the representation of the groups contributing to VirgoLab that fulfil the criteria for minimum participation, namely a participation of 2.5 FTE and a mean participation of the group members of FTE. Participants or groups who do not reach the minimum participation required, can constitute a group from various laboratories in a country and be represented by a National Liaison Representative with full voting rights, provided that the combined participation amount to at least 2.5 FTEs. The PIs are appointed by the groups and endorsed by their Funding Agency. The EGO Director, the Virgo spokesperson and National Liaisons Representatives, who are not PI, attend the meetings.

## Meetings

The Board elects a chair who calls the meetings, proposes the agenda and leads the discussions. The PIs may propose to add, delete, modify or combine agenda items, or re-arrange their order. At the end of each meeting, the Board shall adopt a decision record that should be made public. Minutes will be made available to the Participants, the EB and the VirgoLab Members and will be approved by the Board of PIs at the following Board meeting. The Board of PIs typically meets three to four times a year.

## Decision-Making

The Board of PIs strives for consensus in its decision-making. On matters such as the approval of the annual report, membership and personnel matters, as well as for the election of its chair, the following voting rules will be put in place:

* **Annual Resource Plan:** simple majority of all present and voting members. The vote may be held openly unless otherwise requested;
* **Membership:** ⅔ majority of all members. The vote is held secretly.
* **Personnel matters**: simple majority of all present and voting members. The vote is held secretly.

On all other matters put to a vote, a simple majority of all present and voting members should be required.

An electronic voting system will be put in place.

## Reporting

While advisory in nature, the board’s feedback is communicated to the EB through the Chair of PIs to ensure that the perspective of the groups is considered in strategic decisions.

# EGO Director

The EGO Director holds the primary executive authority of EGO as defined in the EGO statutes. The EGO Director is therefore responsible for all activities conducted at the EGO site, ensuring that the Virgo interferometer meets its operational and technological goals. The EGO Director plays a key role in overseeing the organisation’s operations, ensuring the smooth execution of its scientific objectives, and liaising with external advisory bodies.

In view of the organisation of VirgoLab, the EGO Director has the final authority on all decisions concerning the operation and maintenance of the Virgo interferometer. They take ultimate responsibility for the success or failure of Virgo’s mission, ensuring that both operational and technological objectives are met. The EGO Director takes ultimate responsibility for the success or failure of Virgo’s mission, ensuring that both operational and technological objectives are met.

As Chair of the VirgoLab EB, the EGO Director is particularly engaged in VirgoLab, which is the Director’s principal activity; other responsibilities may be delegated (e.g site management, non-VirgoLab projects,...) to deputies. The deputies will assist the EGO Director during their term in office and must be approved by the Council.

## Key Responsibilities

The EGO Director has in particular the following responsibilities:

* The EGO Director is the chair of the VirgoLab Executive Board (EB).
* In this function, the EGO Director is in charge of establishing a constructive technically-driven and consensus-oriented discussion in order to take strategic technical decisions within the EB.
* The EGO Director is in particular in charge together with the Council representatives, the Chair of the Board of PIs and the Scientific Spokesperson to leverage expertise and resources from the Member Labs.
* The EGO Director represents VirgoLab in the EGO Council as well as in the LVK scientific collaborations and attends the VirgoLab Board of PIs.
* The EGO Director supports the actions of PIs to obtain funding in their respective organisations.

## Mandate

The Director’s term is fixed according to the EGO Statutes.

## Selection procedure

The EGO Council is steering the procedure to select a new EGO director. When a new EGO director has to be appointed, EGO Council Chair proposes the composition of the search committee to the EGO Council for approval. The search committee could comprise:

* The Chair of the VirgoLab Board of PIs or someone appointed by the VirgoLab Board of PIs
* The Virgo Spokesperson or their representative
* The Chair of the EGO Council or a representative from EGO Council
* (The Chair of the STAC and the AFC)
* Between 2 and 4 additional expert members proposed by the Board of PIs to EGO Council
* The search committee shall include at least one member who is outside the Virgo and EGO community.

An open, international call for candidates is published by EGO Council.

The search committee receives candidatures, that can be:

* individuals answering the call
* members of EGO Council proposing potential candidates
* members of the VirgoLab Board of PIs proposing potential candidates
* members of the search committee proposing candidates.

From this extended list of potential candidates, the search committee contacts the candidates and invites them to send their application, which should comprise a CV and vision statement.

The received applications are reviewed by the search committee, who establishes a list of candidates to be auditioned. Selection criteria include leadership capacities, management skills, and expertise in gravitational wave science and interferometry.

After the auditions, the search committee presents a list of candidates to the EGO Council.

EGO Council interviews the candidate(s) and designates the EGO Director-elect.

The whole process should not take more than 6 months in order to have sufficient overlap time with the incumbent EGO director.

## Appointment

The EGO Director is appointed by the EGO Council according to the Rules of EGO Statutes.

## Reporting

The EGO Director reports to the EGO Council, at the EGO Council meetings and on a regular basis through the EGO-Virgo Program Officer. As chair of the VirgoLab EB, the EGO Director attends the meetings of the Board of PIs.

# EGO-VirgoLab Program Officer

The Program Officer is the main point of contact between the EGO Council, the EGO Directorate and the VirgoLab Executive Board. The Program Officer is responsible for overseeing the implementation of EGO Council decisions within the VirgoLab, facilitating transparent communication among all governance structures, and ensuring structured reporting to the EGO Council.

This role is critical to translating strategic direction into coordinated action, reinforcing the governance structure, and enabling transparent, timely, and informed decision-making within a complex international research environment.

## Key Responsibilities

The Program Officer has the following responsibilities:

* Drive governance coordination by ensuring alignment between the EGO Council, EGO Directorate, and VirgoLab Executive Board, and by proactively following up on strategic decisions and actions.
* Oversee and structure institutional reporting to the EGO Council and other governance bodies, ensuring that communications are accurate, timely and effectively support strategic oversight.
* Oversee and monitor ongoing activities of the Virgo detector and its site, and prepare briefing materials accordingly.
* Support high-level planning and execution, including contributing to the development and monitoring of strategic plans of EGO and VirgoLab.
* Act as a trusted advisor and information broker, synthesizing technical, operational, and policy-related input into briefings, position papers, and decision-support materials.
* Foster internal communication and knowledge flow, helping ensure that strategic decisions, institutional updates, and key milestones are effectively communicated across EGO and VirgoLab by EGO Council.

## Mandate

The mandate of the Program Officer is defined by EGO Council.

## Selection procedure

The EGO Council is steering the procedure to select a Program Officer. The EGO Council Chair proposes the composition of the search committee to the EGO Council for approval. The search committee could comprise a representative from each EGO Consortium Member, as well as additional experts.

An open, international call for candidates is published by the EGO Consortium.

The search committee receives candidatures, that can be:

* individuals answering the call
* members of EGO Council proposing potential candidates
* members of the VirgoLab Board of PIs proposing potential candidates
* members of the search committee proposing candidates.

From this extended list of potential candidates, the search committee contacts the candidates and invites them to send their application, which should comprise a CV and vision statement.

The received applications are reviewed by the search committee, who establishes a list of candidates to be auditioned.

After the auditions, the search committee presents a list of candidates to the EGO Council.

EGO Council interviews the candidate(s) and designates the Program Officer.

## Appointment

The Program Officer will be appointed by EGO Council. The person should not be an active member of VirgoLab or the Virgo scientific collaboration.

## Reporting

The Program Officer exchanges on a weekly basis with the EGO director and reports to the EGO Council President.

# VirgoLab Project Coordinators

Each of the phases of the VirgoLab Project are led by a Project Coordinator (i.e., Project Manager), who

manages all aspects of the project phase, from planning and resource allocation to execution and delivery and is responsible for the execution and the successful completion of the project. They will be in charge to assure that project deliverables, deadlines, and milestones are met.

Project Coordinators have deputies such that ideally one of them is on-site and the other off-site. This should allow to have a substantial on-site presence of at least one person, while taking into account the needs of off-site teams to contribute efficiently.

## Key Responsibilities:

Each Project Coordinator has the following responsibilities:

* Defining and putting in place a detailed project structure.
* Coordinating the various contributors from the Member Labs in the project.
* Managing the project and overseeing the project execution and resource loading.
* Ensuring that project deliverables, deadlines and milestones are met.
* Collaborating with the VirgoLab Technical Teams to leverage expertise and resource from each.
* Implement decisions taken by the EB in the project.
* Designate a deputy to ensure an adequate presence on-site and an efficient participation from off-site.

## Mandate

Project Coordinators are appointed for a renewable fixed term (in line with the term of the EGO director), and in case of a change in Project Coordination it is preferable to allow for a reasonable overlap time. If a change should become necessary during the mandate of the EGO Director, the EGO Director will present the change to the Board of PIs and will seek approval from the EGO Council.

## Selection procedure

The Project Coordinators are proposed by the EGO Director with the input from the Virgo Spokesperson and the VirgoLab Board of PIs. VirgoLab members concerned by the project can also give input to the EGO Director. The proposed candidates are presented to the VirgoLab Board of PIs. The conditions under which the Project Coordinators work, are negotiated between the candidates and the EGO Director before proposing candidates to the EGO Council.

## Appointment

Project Coordinators and deputies will be appointed by EGO Council.

## Reporting

Project Coordinators report any relevant information to the EB and ensure that the members of the project are duly informed about all relevant matters. VirgoLab members participating in a project will report through the project structure for project-specific work.

# VirgoLab Technical Team Leaders

Each VirgoLab TT is headed by a Team Leader who organizes the work in the Technical Teams, coordinates the expertise and resources of the team and puts in place a substructure if appropriate. The Technical Team Leaders will also be responsible, in collaboration with their home institution or EGO departments, for appropriate training and competence development of its members. Team Leaders are particularly in charge to ensure all means that allow members of the Member Labs to contribute efficiently.

Technical Team Leaders have deputies such that ideally one of them is on-site and the other off-site. This should allow to have a substantial on-site presence of at least one person, while taking into account the needs of off-site teams to contribute efficiently.

## Key Responsibilities:

Each Technical Team Leader has the following responsibilities:

* Defining and putting in place a workplan for the Technical Team.
* Organising the work in the Technical Team, including the creation of subgroups when necessary.
* Oversees the application in the VirgoLab Project of workmanship standards agreed upon in the EB.
* Ensures appropriate training and competence development of its members.
* Participates in the Technical Committee.
* Collaborates with its members and other Technical Teams.
* Designate a deputy to ensure an adequate presence on-site and an efficient participation from off-site.

## Mandate

The Team Leaders are appointed for a renewable fixed term (in line with the term of the EGO director), and in case of a change in Team Leadership it is preferable to allow for a reasonable overlap time. If a change should become necessary during the mandate of the EGO Director, the EGO Director will present the change to the Board of PIs.

## Selection procedure

The VirgoLab Technical Team Leaders are proposed by the EB. The conditions under which the Technical Team Leaders and the Deputies work, are negotiated between the candidates and the EGO Director before proposing candidates to the VirgoLab Board of PIs.

Deputies are selected following the same selection procedure.

## Appointment

Team Leaders and deputies are ratified by the VirgoLab Board of PIs.

## Reporting

The Team Leader reports any relevant information to the Technical Committee Chair and the Technical Committee and ensures that the members of the Technical Teams are duly informed about all relevant matters.

# Chair of the VirgoLab Technical Committee

The Chair of the VirgoLab Technical Committee organizes the work of the Technical Committee and oversees the work of the Technical Teams.

## Key Responsibilities:

The Technical Committee Chair has the following responsibilities:

* Calls and organises the meetings of the Technical Committee.
* Represents the Technical Teams in the EB and reports the decisions and the recommendation of the Technical Committee to the EB.
* Oversees the work in the Technical Teams and the interactions among them and the Projects.
* Oversees the implementation of the Recommendations of the Technical Committee in the projects, in particular for common technical solutions and workmanship standards.

## Mandate

The Chair of the Technical Committee is appointed for a renewable fixed term (in line with the term of the EGO Director).

## Selection procedure

The Chair of the Technical Committee is designated by the Technical Team Leaders.

## Appointment

The Chair of the Technical Committee is ratified by the VirgoLab Board of PIs.

## Reporting

The Technical Committee Chair reports any relevant information and recommendation to the EB and the Technical Committee Chair ensures that the Technical Teams Leaders are duly informed about all relevant matters.

# Chair of the VirgoLab Board of PIs

The Chair of the VirgoLab Board of PIs organises the institutional, collaborative activities of VirgoLab, the work in the Board of PIs and acts as a liaison officer between the PIs of the Member Labs and the EB.

## Key Responsibilities:

The Chair of the VirgoLab Board of PIs has the following responsibilities:

* Calls and organises the meetings of the Board of PIs.
* Represents the Member Labs in the EB.
* Ensures the proper functioning of the Board of PIs.
* Organises possible sub-committees.

## Mandate

The Chair of the Board of PIs is appointed for a term of 1 year, renewable twice.

## Selection procedure

The Chair of the Board of PIs is elected by the Board of PIs.

## Appointment

The Chair of the Board of PIs is appointed by the Board of PIs.

## Reporting

The Chair of the board of PIs reports any relevant information and recommendation to the EB and ensures that all the PIs are duly informed about all relevant matters.

# Resource Coordinators

For the preparation and execution of the Annual Resource Plan, the preparation of all the oversight and planning documents, VirgoLab should designate at least one Resource Coordinator.

VirgoLab has at least one Resource Coordinator. As most of the financial resources of VirgoLab are allocated through EGO, it would be preferable if at least one Resource Coordinator is based at EGO and either part of EGOs administrative staff or supported by a dedicated person among EGOs administrative staff.

## Key Responsibilities

The following tasks should be carried out by the resource coordinators:

* Steering the Annual Resource Review Procedure.
* Establishment of the Annual Resource Plan of VirgoLab.
* Monitoring of the execution of the Annual Resource Plan.
* Presentation of the final execution of the Resource Plan of the previous year.

## Mandate

The mandate of the Resource Coordinators is defined by Executive Board.

## Selection Procedure

The Resource Coordinators are identified by the Executive Board.

## Appointment

The Resource Coordinators will be appointed by EGO Council upon proposal of the EGO Director.

## Reporting

The Resource Coordinators report to the different committees as defined in the Annual Resource Review Procedure.

# Annual Resource Review Procedure

The Annual Resource Review Procedure aims to establish an Annual Resource Plan. The schedule of the Resource Review Procedure in the year ***n*** looks as following:

## Purpose

The Annual Resource Review Procedure identifies yearly the needs of financial and human resources, as well as of equipment and services for VirgoLab, and matches them with the resources available. The available resources are:

* the contributions from the EGO budget to VirgoLab;
* the person power and any additional financial resources, equipment, and services, as well as access to Member Labs available infrastructures pledged to VirgoLab on an annual basis.

Additional resources may also be provided from non-Member Labs.

In order to achieve this matching, tools such as the Virgo Member Database (VMD), and Project Management Tools are used. The Annual Resource Review Procedure elaborates an Annual Resource Plan, that is approved by Council and annexed to the Framework Agreement.

## Key Tasks and Responsibility sharing

Concerning the Resource Coordination, key tasks and responsibilities are shared as following:

* The final authority for the resource loading lies with the EGO director.
* The EGO director together with the members of the Executive Board are responsible for the execution of the Annual Resource Plan of VirgoLab.
* The Resource Coordinators are invited to all relevant discussions in the EB and duly informed on all relevant aspects concerning the resource allocation and execution.
* The Resource Coordinators initiate and lead the discussions with the Project Coordinators and the EB to establish the resource needs, and the EGO Council, the Funding Agencies, the National Liaisons Representatives and the Member Lab PIs to establish the resource pledges.
* The contributions to the Annual Resource Plan are collected by the country’s National Liaison Representative, who submits them to the competent Funding Agencies for approval/signature before sending them to the Resource Coordinator.

## Reporting

### **July session** of the EGO Council in the year n:

The Resource Coordinator presents to Council the executed Resource Plan of the year ***n-1*** for approval after having received the opinions of the AFC and the STAC.

The executed Resource Plan contains:

* The contributions from the EGO budget, allocated to VirgoLab in the year ***n-1*** and their executed spending.
* The comparison of the resources pledged and provided by the Member Labs.
* The assessment of the pledged deliverables and in-kind contributions transferred to VirgoLab.

The Resource Coordinator presents the budget of the year ***n*** with possible updates for information. The AFC and the STAC present their opinions:

* The part of the contributions from the EGO budget and the Common Fund allocated to VirgoLab for the year ***n*** and the current spending.
* The resources pledged by the Member Labs.
* The deliverables and in-kind contributions to be received by VirgoLab.

The Resource Coordinator presents to Council the preliminary Resource Plan for the year ***n+1*** for comments and the AFC and the STAC present their opinions:

* + - The resources required for the functioning of VirgoLab;
    - The foreseen part of the contributions from the EGO budget and the Common Fund to be received by VirgoLab in the year ***n+1*** and their planned spending;
    - The foreseen resources pledged by the Member Labs;
    - The deliverables and in-kind contributions foreseen to be received by VirgoLab;
    - The matching of the required resources with the foreseen resources;
    - The plans to mitigate any missing resources;

These presentations are also given to the Board of PIs.

### **December session** of EGO Council in the year n:

The Resource Coordinator presents the current status of the executed Resource Plan of the year ***n*** with possible updates for information and the AFC and the STAC present their opinions:

* The part of the contributions from the EGO budget and the Common Fund allocated to VirgoLab for the year ***n*** and the current spending;
* The resources pledged by the Member Labs and the resources currently received,
* The deliverables and in-kind contributions planned and currently received by VirgoLab

The Resource Coordinator presents to Council the Resource Plan for the year ***n+1*** for approval after having received opinions presented by the AFC and the STAC:

* + The resources required for the functioning of VirgoLab;
  + The foreseen part of the contributions from the EGO budget and the Common Fund to be received by VirgoLab in the year ***n+1*** and their planned spending;
  + The foreseen resources pledged by the Member Labs;
  + The deliverables and in-kind contributions foreseen to be received by VirgoLab;
  + The matching of the required resources with the foreseen resources;
  + The plans to mitigate any missing resources.

The Resource Coordinator presents to the EGO Council the budgetary strategy for the upcoming three years for information. The AFC and the STAC are presenting their opinions.

These presentations are also given to the Board of PIs.

## Additional Council, AFC and STAC Sessions

If considered necessary, the EGO Director may request an additional Session of the Council, the AFC and the STAC, in particular upon proposal of the Resource Coordinator.

## Resource Plan Execution

In case of any shortfall, the Resource Coordinator should be informed on the shortest possible notice and mitigation strategies should be elaborated by the EB upon proposal of the relevant project.

Non-compliance with the Resources pledged may result in sanctions including voting rights or authorship of the concerned group or individuals. In such a case, the Resource Coordinators should initiate a discussion in the EB and a proposal of the sanction should be proposed by the EGO Director to the Board of PIs for discussion, and the EGO Council for approval.

# Admission of new groups

Any new group that would like to join VirgoLab should send an application letter to the EGO Director, the EGO Council President, the Virgo Spokesperson and the Chair of the Board of PIs, giving precisions on the involvement they would like to have in VirgoLab.

The proposal should be discussed in the EB in view of the involvement of a new group in the Projects and the TTs. By doing this, the EGO Director has an informed vision on the application.

A dedicated meeting of the PI of the candidate group, the EGO Director, the Virgo Spokesperson and the chairs of the Technical Committee and the Board of PIs should be held, in order to discuss the future contributions.

The PI of the applicant group will then give a presentation of the group and their potential contributions to the Board of PIs.

The Board of PIs will then vote on the interest of VirgoLab on the admission of the new group and give a recommendation to the EB.

In case of a positive vote, the EGO Director will invite the Funding Agency either to sign the VirgoLab Accession Statement, or to become member of the EGO Consortium as the foreseen level of involvement requests.

# Publication policy and process

The VirgoLab will maintain an author list for publications concerning the Virgo detector. The VirgoLab author list includes, in alphabetical order, all VirgoLab members who are physicists or engineers. In order to be part of the author list, a person needs to be a member of VirgoLab for at least 1 year. For the first year of existence of VirgoLab those members of VirgoLab who are also authors of the Virgo Collaboration have authorship rights.

When leaving the collaboration, authorship is maintained for one more year.

The VirgoLab Board of PIs may set up an authorship committee to establish and maintain a list of authors. The author list should be regularly updated.

The VirgoLab Board of PIs may set up an Editorial Committee. All publications on technical description and performance of the Virgo instrument, and data quality characterisation based on non-public strain h(t) Virgo data shall use the VirgoLab author list.

In keeping with the goal of the VirgoLab to promote the visibility of its members to the scientific community at large, there may be cases where a limited author list is more appropriate. The publication policy therefore allows for waivers to the rule by petitioning the VirgoLab Editorial Committee. However, journal articles granted an exception should have a methodological purpose, should not include new observational results, or should avoid characterising the detector performance over significant portions of an observing run.

Technical or methodological journal articles on Virgo components reporting on a part or subsystem of the Virgo hardware (design, construction, commissioning) even when based on non-public data from auxiliary channels (with the exclusion of strain data) can use a short author list.

By default, publications using public Virgo data that have been released can use a limited (or short) author list, unless they would pre-empt VirgoLab planned publications. Short author list journal articles are expected to welcome and include all contributors that made the work possible through an opt-in option which is made available to all the members of VirgoLab when the internal review process is initiated.

Should the author list exceed 10% of the VirgoLab default authors, the paper can be said to represent the entire Collaboration. In this case, the full VirgoLab list should be used.

Short author list journal articles shall cite standard Virgo detector references and acknowledge the usage of public data.

Decisions on whether or not a petition is granted will rest with the VirgoLab Editorial Committee chair in consultation with the chair of the Board of PIs.

Any author of VirgoLab should be automatically entitled to sign the publications related to the data produced by VirgoLab for the Virgo or LVK Collaborations.

# Update of the Rules of Procedures

These Rules of Procedures may be updated by the EGO Council.