

# Apertif Publication Board Terms of Reference

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## 1. Introduction

### 1.1 Purpose

The purpose of this document is to describe the role and responsibilities of the Apertif Publication Board, hereafter APB.

## 2. Apertif Publication Board

The Apertif Publication Board (APB), on behalf of the ASTRON Management Team (MT), oversees the application and implementation of policies and manages participation in the Apertif surveys. The APB coordinates publications and is the contact point for requests for participation and data usage. The APB arbitrates where conflicts arise of authorships, data access or project definitions. Any issues that cannot be solved by the APB are escalated to the ASTRON MT.

## 3. Roles and responsibilities

### 3.1 Publication Policy

The APB maintains a list of ongoing publications/projects by the Apertif team members. In the case of disputes about authorship or competing projects, the APB is the arbitrating body. The APB maintains the Apertif publication and project wiki(s) and is responsible for making it accessible for team members.

## 4. Membership

The APB should have 3-5 members. The term of membership is one year, renewable for a maximum of three terms (years). There will be an annual call for self-nominations for membership. In cases where interest exceeds the available membership, the ASTRON MT has the final decision on appointments to the APB. The APB should select a chair from within their membership; the chair should rotate with every new APB term.

The list of APB members will be made available on a publicly accessible webpage. Instructions on how to contact the APB will also be made available for membership or data access requests from third parties.

## 6. Communication.

The APB will meet twice a year to review the publication wiki and ensure that all proposed projects are making progress and are accurately represented on the wiki. They will also meet on an ad hoc basis to deal with any disputes that arise. The ABP chair is responsible for organizing the meetings and ensuring that a summary of all non-confidential discussions and decisions are communicated to the full Apertif team.