

EHPRG Governing Rules & Notes

6.9.2019

1 Membership & rights

As defined in the Statutes, there are two types of membership - regular and honorary. Regular members are persons who have (i) attended an EHPRG meeting during the past 3 years or (ii) paid a membership fee. In the latter case, a payment of €30 has to be made to the Treasurer and the membership will become active at the start of the next EHPRG meeting. All regular memberships have a duration of 3 years, whereas the memberships of honorary members are unlimited. After each EHPRG Meeting, the Secretary will receive a list of all attendees and the list of members, who have paid the 3-years fee without attending the Meeting. This is used to update the list of Members of the EHPRG for the following year.

Honorary members are proposed by the EHPRG Committee and approved by the General Assembly. Honorary membership is awarded for lifetime, unless the General Assembly decides to revoke the membership. Honorary members pay the regular membership fees for an EHPRG conference, unless they are exempted by the local organizers, but their membership does not expire. The EHPRG website shows a list of the current Honorary Members.

2 EHPRG Meeting

A meeting of the EHPRG is usually organized once a year. Historically, there was one exception in 1977 during which two such meetings took place, one in Darmstadt, Germany, and the other in Saclay, France, on different (main) topics.

2.1 Scheduling a Meeting

A spokesperson (usually, a member of the EHPRG Committee) can submit a proposal for a future Meeting to the EHPRG Committee. After the approval by the Committee, the proposal is also submitted for approval to the General Assembly. After approval, the year before the Meeting, the spokesman is formally invited to join the EHPRG Committee Meeting (if not already a member of the Committee), to present the forthcoming Meeting. An abridged presentation is then delivered to the General Assembly. In the year of the Meeting, the Chair of the Local Organizing Committee is also formally invited to the EHPRG Committee Meeting, to present a provisional report (both scientific and financial) on the ongoing Meeting. The final report is presented to the EHPRG Committee and General Assembly the year after the Meeting.

Proposals can be submitted any time. Although it is good to have as many Meetings as possible proposals scheduled for the future, it is advisable to approve a proposal not before 3-4 years in advance. One exception concerns joint Meetings with AIRAPT Conferences, which require much more work on behalf of the Local Organizing Committee. Especially if they have been already correspondingly approved by the AIRAPT, it is advisable to have them discussed (and, most likely, approved) by the EHPRG Committee and General Assembly. It is the responsibility of the Chair and of the members of the EHPRG Committee to stimulate local high-pressure communities to propose new Meetings, and to moderate in case of coincidental proposals for the same year. Usually, the criterion of alternating between countries should be applied.

2.2 Name and joint events

The official name of an EHPRG Meeting should be Nth EHPRG Meeting, where N is the (arab or roman) numeral of the meeting. Definitions such as ‘Conference’ or ‘International Conference’ are deprecated, in order to keep with the original spirit of an ‘informal’ meeting. Quite often (but not mandatorily), a specific (actually, sufficiently general) topic has been highlighted, such as in the case of the “XVI EHPRG Meeting on Solid State Physics,” held in Reading, UK, 1978, or in the case of the “XXXIX EHPRG Meeting on Advances in High Pressure Research,” held in Santander, Spain, 2001. The recommendation is however to keep such an additional heading as general as possible, and to let nearly all fields of high pressure research be represented in a Meeting. This is to ensure the traditionally interdisciplinary character of an EHPRG Meeting preserved. Should an AIRAPT Conference (a biannual event) take place in Europe, it has been customary to make the EHPRG Meeting coincide with that (usually larger) event. In that case, the usual heading becomes as in: “Joint XIX AIRAPT International Conference & XLI EHPRG Meeting on High Pressure Science and Technology” (Bordeaux, 2003), the topic (High Pressure Science and Technology) being fixed by the AIRAPT standard.

2.3 Timing

An EHPRG Meeting usually takes place in early September, unless it coincides with an AIRAPT conference, in which case usual timings are late July. However, because of ‘local’ or ‘occasional’ circumstances (e.g., expected local weather, national holidays, coincidence with local festivals, overlap with other major conferences in the field, etc), that timing can be negotiated with the EHPRG Committee, when a proposal for an upcoming Meeting is being made, or with the EHPRG Chair, if that proposal has been already approved by the EHPRG Committee and the EHPRG General Assembly. It is the responsibility of the Local Organizing Committee of an EHPRG Meeting to identify the best period for the Meeting, in order to maximize the scientific impact (quality and quantity of participants) of a Meeting. The EHPRG Chair can strongly advise the Local Organizing Committee to change an unfavourable period for a Meeting, according to the above prescriptions, in the interest of the association, for a fruitful outcome of the Meeting.

2.4 Fees and support

Attendance fees should be kept to a minimum. The attendance fee is inclusive of the participant’s subscription fee for the EHPRG membership (see chapt. 1). At the end of a Meeting, after all costs have been balanced, the Local Organizing Committee is expected to pay the EHPRG (by means of a bank transfer to the EHPRG account, managed by the Treasurer) a contribution equal to 10.00 EUR per paying participant. Any participant for whom the fee has been waived (invited speaker, the EHPRG Award winner, young scientists, participants from less developed countries, etc) does not count towards the above contribution.

It is advisable that the attendance fee includes as many events as possible (conference kit, book of abstract, coffee breaks, get-together party). It is advisable that the attendance fee includes the social dinner, so that also young participants can take part in it (thus avoiding troubles with reimbursement). Proceedings, luncheons, social excursion(s), Internet connection at the conference venue are usually excluded. The EHPRG supports young participants in the form of a discount of 10% from the overall subscription contribution. This is a post-meeting support: the EHPRG usually does not give money to the Local Organizing Committee in advance of the Meeting. Other forms of support (such as for introductory schools) should be approved beforehand by the Executive Committee. Introductory schools (e.g. for graduate students) have been organized occasionally (Paris 2009, Lyon 2014, Madrid 2015). They took place the week immediately preceding the Meeting. Lectures were taught by invited speakers or members of the advisory committee, and had an introductory character on general topics (both experimental and theoretical) on high pressure

research. They were also intended to ease the young participant to attend more profitfully such a general scope conference.

2.5 Standard Meeting week

Parallel sessions

2.6 Proceedings

It is customary, although not mandatory, to collect papers presented to an EHPRG Meeting in the form of peer-reviewed Proceedings. This is highly attractive, especially for young participants, but expensive and time-consuming for the conference organizers. This has been discussed at several EHPRG Committee Meetings, and the general rule is that it is up to the Local Organizing Committee to decide whether to have Proceedings or not, although the EHPRG strongly encourages to have Proceedings, subject to peer-reviewing. Having Proceedings published in a book gives the Proceedings less visibility, and presents the organizers the additional trouble (and expense) of sending copies to each participant after the Meeting. In that case, however, the book should at least have an ISBN.

Having Proceedings published in a scientific, peer-reviewed journal is certainly preferable, both for (young and less young) conference participants, and for conference organizers. A part from the costs involved in such a choice, one difficulty is that of choosing an appropriate journal for such a broad range of topics, as those usually covered by an EHPRG Meeting.

High Pressure Research (published by Taylor and Francis, UK) has often been the natural candidate for EHPRG Proceedings, as it is probably the only widely known scientific journal dealing with high pressure research and technology, broad and large. Both the EHPRG and the AIRAPT recognizes High Pressure Research, as stated in its front cover (Published in Association with AIRAPT and EHPRG). A part from costs, however, one drawback is that this journal only counts a limited number of issues per year, and can therefore allot only a limited number of accepted proceedings papers. There has been a formal Letter of Understanding between the EHPRG and Taylor and Francis, so that a number of EHPRG Meetings agreed to publish their own Proceedings in High Pressure Research. The agreement has not been renewed, and Local Organizing Committees are again free to choose whether and where to publish their own Proceedings. Recently, EHPRG Meetings chose to publish only a selection of papers on High Pressure Research, on the basis of their quality. Some conference organizers have made recourse to the Journal of Physics: Conference Series (published by the Institute of Physics, UK). Despite containing 'physics' in its title, this Journal is far wider in scopes, as it is explicitly designed to host conference Proceedings. One relatively cheap option is that of publishing only the online version of the Proceedings (which is especially convenient in the case of joint AIRAPT conferences). Unrefereed material may be distributed at the conference venue, in the form of CDs or complimentary USB pens.

2.7 Best presentation award(s)

In addition to the yearly EHPRG Award for young scientists, several awards could be given to the best (usually poster) presentations. Although the EHPRG is associated with the awards, their number, nature (if a gift) or amount (if in money), the layout and preparation of the diploma, and above all their selection is on behalf of the local organizing committee (LOC) of a given Meeting. However, the LOC may ask the assistance of members of the EHPRG Committee to select the awardees. Awards are usually given to the presenting authors during the Closing ceremony by the

EHPRG Chair. The EHPRG Committee explicitly decided that, although private companies or third parties may support best presentation awards, their name(s) should not be associated with the award in any way. In other words, there should be no ‘sponsor’ associated with (any) EHPRG award.

2.8 Advisory Committee

Members of the Advisory Committee of a given EHPRG Meeting should be chosen outside the EHPRG Committee. It is the responsibility of the local organizing committee (LOC) of a given Meeting, in particular of its chairperson(s), to select an appropriate Advisory Committee. Members of the Advisory Committee can be from outside Europe. In a first stage, they usually recommend for plenary and/or invited speakers. In a second stage, they help reviewing and ranking submitted contributions, assigning them to subtopics and shuffling them from/to oral/poster. In the last stage, they may help reviewing papers submitted to the conference proceedings (if this stage is not taken over by the Editor of a specific journal). A member of the Advisory Committee should not be an invited speaker.

3 The EHPRG Award

The European High Pressure Group decided during its General Assembly held in Paderborn, Germany, July 1989, to attribute awards called EHPRG Awards. The aim is to promote high-pressure research of highest quality and to encourage young researchers in the area.

3.1 Rules for the attribution of the Award

1. The EHPRG Awards can be granted annually to one or (in exceptional circumstances) two young promising scientists. The amount of the Awards is fixed at 500 € each.
2. The major part of the work for which the award is given must refer to high-pressure work carried out in any scientific area in a European institution/university/laboratory. High pressure is here defined to mean above 100 MPa.
3. The nominee does not have to be a citizen of a European country.
4. The maximum age of the nominee is usually limited to 35 years in the year in which the award is granted. This age limit can be extended upon request in the application form by one year for each extended parental leave.
5. At the time of application, the candidate should be an active member of high-pressure community and be working in high-pressure research.
6. Nominations or self-nominations must be sent electronically to the EHPRG Executive Committee (executive@ehprg.org) by a nominating individual (a senior scientist) or a self-nominating person. For a nomination to be valid, a set of documents must consist of:
 - a) an up-to-date (maximum two-page) curriculum vitae of the nominee;
 - b) a maximum two-page description of the work considered for the nomination (to be provided by the nominating individual or by the nominee in case of self-nomination);
 - c) a list of publications, lectures (invited to be indicated), communications, posters, and any other items which can be used to assess the contribution of the nominee.
 - d) the completed nomination form available at the EHPRG website; in the case of self-nomination, the names of 2 referees should be provided.

Nominations for the annual EHPRG Award must be received by 23:59 (Central European Time) on **31st March** of the year to which the Award refers.

7. The EHPRG Committee is the only body entitled to make a decision. The nominations are to be anonymously assessed by the members of the EHPRG Committee following the procedure

outlined below in section 3.2. The decision of the Committee is final and cannot be appealed against.

8. The winners are to present an Award lecture at the EHPRG meeting at which the Award is presented. The Award winner's registration and accommodation costs are to be covered from the budget of the upcoming EHPRG Meeting.

3.2 Selection and evaluation procedure

The Call for nominations is sent around the end of January to the mailing list megabar@ehprg.org and other suitable electronic addresses. The Chair, the Secretary, and the EHPRG Committee members should stimulate nominations of outstanding young scientists. Appropriate reminders should be sent before the deadline, the 31st of March. Nominations or self-nominations are emailed to the EHPRG Executive Committee (executive@ehprg.org).

The Secretary acknowledges receiving the documents. He/she checks the submissions for completeness and clarifies any unclear issues with the nominating person or the nominee in case of self-nomination, and sends the requests for references in the case of self-nominations.

In order to preserve the fairness of the assessment process and avoid any conflicts of interest, the Executive Committee decides if any of the members of the EHPRG Committee are to be excluded from the assessment process. The member of the EHPRG Committee who falls under one or more of the following conditions will not be able to act as an assessor of the nominees:

- Nominated one of the candidates for the Award;
- Acted as the nominee's PhD supervisor or as the postdoc supervisor;
- Worked at the same research institution alongside the nominee in the past 5 years;
- Published a joint paper with the nominee in the past 3 years;
- Declare any other close professional or personal relationship with the nominee or any other conflict of interest (COI).

Any member of the EHPRG Committee excluded from the assessment process is to be notified about the exclusion by the EHPRG Secretary with the explanations as to why the exclusion is implemented.

After the deadline, but no later than on the 7th of April, the Chair and Secretary ask the eligible EHPRG Committee members to evaluate the nominations received. If, because of COIs, the total number of Committee Members eligible to vote is smaller than 10, external referees with no COIs will be sought to complement the eligible Committee Members and form an evaluation group with 10 members. The full set of documents is to be made available, by electronic means, to all EHPRG Committee members who are eligible to take part in the evaluation of the nominees, and any external referees. The nominations are assessed anonymously.

The assessment is conducted in two stages. In the first stage, each nomination is reviewed and marked on the scale from 0 to 10, with 10 being the highest. In addition, each assessor also answers the question "Is there at least one candidate worthy of the Award this year?" The first round of voting is to end on the 30th of April. The nominee with the highest total mark is considered to be the Award winner, provided at least 50% of the assessors answer the question above positively.

Between the 1st and 7th of May the assessors are to vote if there is the case for making two EHPRG Awards in that year. The reviewers are to answer the question "Is the second-ranked nominee an exceptional candidate deserving the second Award?". If at least 50% of the voting assessors answer "Yes", the nominee who received the second highest total mark is declared the second winner of the Award. If "No" gets the majority of the votes, then the candidate who got the top total vote is the one and only Award winner in that year.

3.3 Diploma and cheque

The Secretary prepares the diploma, which should contain the name and title of the winner and the description of the area of research for which the Award is given (or the motivation for the prize). The diploma should be signed by the Chair, Secretary and Treasurer. Since 2011, it also bears the embossing seal of the EHPRG, which is held by the Treasurer. The Treasurer issues (signs) the cheque with the prize for the awardee or authorises the bank transfer with the Treasurer Depute. The diploma is presented to the awardee by the Chair during the Award ceremony, immediately before the Award talk.

3.4 Announcements and Presentation

Immediately after the Award winner(s) is/are selected, the Chair informs him/her/them, the Executive Committee, and the chairperson(s) of the local organizing committee (LOC) of the upcoming EHPRG Meeting. The EHPRG Award winner should also be announced via the EHPRG mailing list.

The chairperson of the LOC is requested (by the Chair) to separately contact the awardee, who should be invited to give the Award lecture and informed that his/her conference fee and accommodation costs for the whole duration of the EHPRG Meeting (at maximum) will be paid by the LOC. The LOC is not mandatorily requested to cover the travel expenses of the EHPRG awardee. The accommodation and travel arrangements are subject to LOC approval.

An EHPRG Award lecture has the same status and duration as the ‘plenary’ talk, and usually takes place right before or during the EHPRG General Assembly. It is chaired by the EHPRG Chair. Other arrangements may be possible (e.g. during a joint AIRAPT-EHPRG conference), but it is in general advisable that the Award talk has a prominent position within the scientific programme (e.g. during the Ceremony of Presentation of all other awards given at the conference).

4 EHPRG Committee

The role and the composition of the EHPRG Committee are defined in the Statutes. In some instances, the EHPRG Committee voted (via secret ballots) the list to be presented to the General Assembly. This is of course admissible if no sufficient consensus is gathered during the discussion, but should be avoided by the Chair if unnecessary.

Ex officio members, as defined above, may not have European affiliations. Their start and duration follows that of their roles, respectively. The President of the AIRAPT is an ex-officio member, since it is customary that, whenever an AIRAPT International Conference takes place in a European country, the EHPRG Meeting takes place jointly with that, and therefore follows the procedures and customs of an AIRAPT conference (especially, its timing, which is earlier in the year). During the 2012 meeting of the EHPRG Committee in Thessaloniki, the Committee unanimously agreed that the Chair should formally request to become an ex-officio member of the AIRAPT Executive Committee, for the sake of reciprocity, and because the EHPRG is a super-national organization. The Chair of the Condensed Matter Division of the European Physical Society is an ex-officio member, because the EHPRG is a Collaborative Society Member of the EPS since Sept. 2014. Actually, this was the definition displayed on the EHPRG website before G. Angilella administered it. Neither ex-officio members can delegate any substitute (explicit resolution of the EHPRG Committee, upon request of the Chair of the Condensed Matter Division of the EPS to be delegated by a representative of his).

During the yearly meeting of the EHPRG Committee, the chairpersons of the present, past and future meetings should also be invited. The chairperson of the present Meeting delivers a report of the ongoing meeting, including prospective balance. The chairperson of the immediately past meeting delivers a conclusive report, including the final financial report. The chairperson of the immediately forthcoming meeting delivers a presentation of the future meeting, including relevant dates, website, conference fees, proceedings, main facilities etc. The same presentation should also be delivered during the General Assembly, whereto he/she should also be invited.

The Treasurer reports on the assets of the EHPRG both at the Committee meeting and at the General Assembly. The Chair reads the Treasurer's report on his/her absence. The Secretary writes the minutes both of the Committee meeting and of the General Assembly. These are sent out to the committee's mailing list immediately before a given EHPRG Meeting, and respectively (discussed and) approved by the EHPRG Committee meeting and General Assembly.

The 2017 GA agreed to change the procedure for electing new Committee members:

- A call for nominations of new members of the EHPRG Committee will be sent to the current EHPRG members prior to the next EHPRG conference.
- The nomination/self-nomination is to be accompanied by a brief statement explaining the suitability of the candidate for the EHPRG Committee membership.
- The EHPRG Committee will then consider the nominations and self-nominations and will shortlist 6-7 candidates by anonymous vote. The shortlisting will be based on a number of considerations such as the standing of the member in the EHPRG high-pressure community, past attendance of EHPRG meetings, the country and subject area balance of the Committee, etc. The Chairs of the EHPRG meetings to be held in the next three years may also be considered for the membership of the EHPRG Committee.
- Along with the candidates shortlisted and approved by the Committee, all other proposed candidates will be put onto the ballot paper, and the EHPRG members will be able to vote on the candidates during the next General Assembly.
- Nominations will no longer be invited from the floor of the EHPRG General Assembly.

If there are more candidates than new members to be elected, the election of new members of the EHPRG Committee takes place by secret ballot in the General Assembly. The ballot papers are collected care of the LOC, and scrutinised by Chair, Secretary and Treasurer immediately afterwards. Results are then communicated on the board, and during the Closing ceremony, by the Chair. The results should also be communicated to the webmaster, so that the website and mailing list can be updated.

The election of a new Chair and Secretary follows a similar procedure as the election of new members of the Committee. While the current Secretary is the natural candidate as new Chair, it is the expiring Chair and Secretary who designate a candidate for the new Secretary. Both nominations are formally (discussed and) approved by the Committee, and (voted and) approved by the General Assembly. (Candidatures from either the Committee or the 'floor' of the General Assembly may be however possible, even though that was apparently never the case).

Committee members should frequently attend EHPRG Meetings and therefore EHPRG Committee meetings. The Committee usually considers a candidature also on the basis of the likeliness/frequency in the recent past of attendance of the candidate to EHPRG Meetings (let alone his/her knowledgeable within the field of high pressure research, activity within the EHPRG, affiliation, age – senior members bring experience, younger members bring innovation, etc). Regularly attending a yearly meeting, albeit within the same continent (Europe), is quite a commitment, from the financial point of view, and from the logistic point of view (one is likely to be overcommitted with teaching duties, research, and other conferences). These facts should be taken into account by prospective members, as well as by those who nominate them. As far it is known, a Chair was never absent to an EHPRG Meeting. Whenever the Treasurer is absent, it is customary that the Chair reads the Treasurer's report at both the Committee meeting and General

Assembly. It is the Treasurer's responsibility to provide the Chair with a written report, usually in the form of a single slide, plus comments or remarks, if any.

5 Treasurer

Since no explicit expiration is associated with the role of the Treasurer, the election of a new Treasurer is quite rare. Up to present it apparently happened only twice. In both cases, the new Treasurer was designated by the current Chair and Secretary, after consulting perhaps several senior people in the community. An explicit consent of the candidate is mandatory, in that case. In both cases (K. V. Kamenev and I. Loa), the candidates were both staff members of their own institution, and their affiliation was in the UK. The former condition provides the role with stability, and the latter is recommended, because otherwise the bank account should be moved from one bank to another. Historically, the bank account was always with UK banks until 2015, when it was transferred to the French bank, *Crédit Industriel et Commercial*. With the advent of the euro currency, it was natural to decide that the account was in euro, even when the account was with a UK bank.

The main role of the Treasurer is to keep the account in order, issue the yearly cheque for the EHPRG Award winner, receive in the account the financial contributions paid by the LOC of an EHPRG Meeting, issue invoices for membership fees and keep track of payments received, and write and present a yearly statement at the EHPRG Committee meeting and General Assembly. Occasionally, other payments may be decided by the Committee (celebrative USB pen-drives, on the occasion of the 50th anniversary of the EHPRG).

6 EHPRG website

The current website was made by G. Angilella who registered the domain ehprg.org and moved the website, which at that time was hosted by the University of Leuven, c/o K. Heremans. G. Angilella has accepted to remain webmaster for an indefinite period of time. Two mailing lists exist, a general purpose one: megabar@ehprg.org, and one specific for members of the EHPRG Committee: committee@ehprg.org. Also, several mail aliases exist for the officers: chairman@ehprg.org, secretary@ehprg.org, treasurer@ehprg.org, webmaster@ehprg.org. Each of them forwards e-mails to the appropriate email address, which are updated every time someone is elected into some role. Same for the members of the EHPRG Committee. At the end of each EHPRG Meeting, the webmaster asks the LOC to kindly provide the mailing list of the participants, and subscribe those who are not already in the megabar mailing list. Subscribers can then unsubscribe or deal in general with the options of their own subscription by e-mail (or by contacting directly the webmaster). On the other hand, anyone can subscribe to the megabar mailing list. Therefore, the megabar mailing list CANNOT be regarded as an 'official' list of 'current' EHPRG members, as defined in section 1. All posts are moderated (by the webmaster), to avoid spam. A separate mailing list, committee@ehprg.org, contains the e-mail addresses of the EHPRG Committee members (including Chair, Secretary, and Treasurer). The webmaster is not included in the list, but he does moderate all posts (again, to avoid unsolicited or off-topic messages). This list is used by the Chair to circulate invitations to Committee meetings, minutes, etc. It is maintained by the webmaster, in the sense that he manually inserts the e-mail addresses of the Committee members, as soon as they are elected (and removes them, after the role expires). (Same for the online list of members.) Both the website, the mail aliases, and the mailing lists are currently hosted by a private provider (based in Italy), at a (minor) cost, covered by the webmaster. This solution (involving a third party) is probably slightly costlier, but is certainly more efficient, in that the webmaster can control directly nearly everything in the domain and mailing services, rather than asking (sometimes begging!) for assistance in a department's computer lab.