

NOTES OF THE 28th JACoW BOARD OF DIRECTORS MEETING

Friday, 1 July 2020

Present: Board of Directors: Ivan Andrian, David Button, Regis Neuenschwander, Johan Olander, Christine Petit-Jean-Genaz

Invited: Gustavo Bruno on IBIC'20

1. Approval of the Notes of JBoDM27

The Notes of BoD27 are approved without modification. The actions still pending will be reviewed at the next meeting.

2. Virtual IBIC'20 Editing

Consideration is given to Gustavo's mail of 1 July (reproduced at the end of these Notes).

IBIC is opting for a virtual conference including oral and poster sessions and an industrial exhibition. Clearly a great amount of effort of effort has been invested in deciding a conference platform (Whoova) that seems to cater well for poster sessions and presentations online.

Gustavo explains the wish to reduce the amount of editorial work by making paper submission optional, and to ease the editorial workload by having a deadline 2 weeks in advance of the conference, aiming to publish by the time of the conference, prior to the presentations, both oral and poster.

During the discussion Christine mentions that paper submission is ALWAYS optional for posters, though invitations to speakers usually contain a sentence saying that contributions to the proceedings are *expected*. Even so, speakers who can publish in refereed journals often prefer NOT to publish in conference proceedings and persuasion following the conference is usually necessary in a few cases. For oral presentations where no paper is submitted we enter in the table of contents of the proceedings, CONTRIBUTION NOT RECEIVED. Simply mentioning this to recalcitrant authors is sometimes sufficient for them to put something together hastily ...

Only two dozen oral presentations at IPAC'20 materialized into papers, from an expected 70 or so video presentations (there are normally over 100 oral presentations at normal IPACs). Authors of posters are normally more eager to submit a paper for publication. Of the 1400 IPAC posters scheduled (of the over 2000 abstracts submitted), around 1150 to 1250 finally materialize into published papers.

It is also pointed out that publication in advance of a conference has never been the "norm". The policy about including work in conference proceedings has normally

been that the work must have been properly presented (i.e. manned and good quality) to be eligible for publication. Only contributions with a registered (paying) participant are normally *scheduled* in the programme, and eligible for publication. SPMS allows a check that there is a registered participant per contribution. Indico may not yet have this feature.

While the platform "Whoover" seems to allow for the organization of parallel sessions, chats and even an industrial exhibition, an efficient control of what is presented (e.g. poster session management) will be necessary to comply with usual policy and avoid "publication only" submissions. Publishing proceedings in advance of the presentations, chats, presentations, etc. could not guarantee this.

Gustavo asks (on behalf of Renan) whether we believe it is feasible to have a one-week virtual proceedings room for a conference for around 100 papers.

On the question of editorial effort, the "virtual/remote" setup for IPAC'20 was not a pleasant experience for the editors and it is the general view from the JACoW side that it would be wiser to have a couple of experienced editors working on their own computers, with perhaps regular zoom sessions, respecting the different time zones. The IPAC'20 Slack Chat was not efficient because it was not used regularly.

David's IPAC'20 Remote Thoughts (reproduced in Annex 2) describe some of the pitfalls.

There was quite a communication/coordination problem with respect to the editorial process for IPAC'20. Unfortunately the IPAC'20 team had not understood it was THEIR responsibility to run the show. They appeared to rather rely on JACoW experts to move in and do the job. At the very least they could have asked some JACoW experts to lead instead of simply setting up the virtual computers (with numerous problems) and expecting JACoW editors to get on with it.

Gustavo will report back to the IBIC LOC on the above. David will coordinate between JACoW BoD and the IBIC'20 LOC.

3. IPAC'21 Editing

Regis has understood the difficulties encountered in connection with IPAC'20 and is considering also many of the IBIC'20 issues which will be similar for IPAC'21.

IPAC'21 will not try to publish as many papers as usual. They hope to convince the SPC to restrict publication to the oral presentations, which may however be more than usual.

He would like to receive the contributions to the proceedings at the same time as the video presentations.

As in the previous discussion, Christine explains that it is difficult to apply leverage over speakers to submit a paper – which when they do submit is often only after they have made their oral presentations. She very much agrees that only orals should be published, and would support the aim to have the video and paper at the same time, but in practice this is likely to be difficult to achieve. One could not imagine that when the video has been submitted it would not be scheduled if no paper had been forthcoming

The decision on whether IPAC'21 will be a "real" or "virtual" event will be taken by 12 October. The venue in Foz is guaranteed up to 12 October. Beyond that date it may be necessary to change venues, if a physical event is finally decided.

4. Strengthening JACoW's Ties to IPAC and IUPAP

The BoD has taken note of Christine's mail to Liu Lin and her willingness to take up these issues. Liu Lin is the IPACCC Chair up to the closeout of IPAC'21. She was also a member of the IUPAP WG14.

5. Status of Migration of SPMS Instances to KEK – Annual Stakeholders Meeting

Chris reports on the latest situation where most "old" and "published" US SPMS instances are now files on the Cloud. She contacted Volker to clarify the issue as to whether he could re-run old published instances from Cloud files. His response is reproduced below in Annex 3.

Action: Johan will take this up with Volker.

6. Annual Report to Stakeholders

Prior to the introduction of the JACoW Charter, the annual Chairman's Report was made to SPC Chairs over a lunch during PAC/EPAC/APAC/IPAC, together with all of the editors working in the Proceedings Office.

Stakeholders meetings replaced these lunches, with an unfortunate waning in numbers of SPC Chairs (or their representatives on the LOC or OC), and visible lack of understanding within conference organizers of how JACoW functions.

An attempt to address this problem was made through the organization of a meeting for SPC Chairs during IPAC'19. Only 3 SPC Chairs showed up, with representatives of a further 7 or 8 conference series.

With the cancellation of IPAC'20, together with the Stakeholders Meeting, and the opportunity to reach out to SPC Chairs again, there is still a very great need to communicate with the community on the issues facing the JACoW Collaboration. This includes in particular the closure of the FNAL Regional Support Centre, delays with respect to JACoW-Indico, and problems of JACoW sustainability due to the lack of continuity within conference series, non-attendance at annual Team Meetings, etc.

Following discussion, it is decided that Christine will write a mail to SPC and LOC Chairs to inform them of the current situation and issues facing JACoW, with perhaps a zoom meeting. A later mail to all Stakeholders will link to Ivan's annual Chairman's Report.

Action: Christine to prepare a mail to JACoW Stakeholder/SPC/LOC Chairs.

7. Status of Indico Merge Project / FAKE

Postponed to the next meeting.

8. Draft JACoW Service Agreements

Postponed to the next meeting.

9. Status of JACoW 2020 Events

Postponed to the next meeting.

10. Succession Planning / Elections

Postponed to the next meeting.

11. TM'20

The BoD decides to e-mail the JACoW team to encourage feedback on the feasibility of organizing this year's TM in November in Bangkok, via a Doodle Poll, offering later occasions. Since most meetings have been cancelled/postponed, training is less important for newcomers, but it is established that even if the TM-

proper is cancelled, a Pre-TM of experts and developers will be necessary at some time.

Action on Christine to e-mail the Team and prepare the Doodle Poll.

12. Next BoD

BoD29 will take place on 24 July at the usual time.

13. AOB

There is no other business.

Notes prepared by Christine

**Annex 1:
Text of mail from Gustavo Bruno dated 1 July on IBIC'20 "Virtual" conference and proceedings**

Dear friends. I hope everything is fine with you and your colleagues. Things are not going great in Brazil, but at least we are getting by at LNLS, no truly serious news so far.

We have finally set up the infrastructure for IBIC2020, using the conference platform Whova, which seems to translate very well our communities practices for poster sessions and presentations to the online format. As we

**Annex 2:
IPAC'20 Editing Consideration**

Herewith David's table of thoughts on the iPAC'20 editorial exercise.

talked before, IBIC2020 is still interested in having the proceedings published by JACoW and we now must set up the editorial office, for which I want your help.

First, we are aware of the difficulties of the remote work on the editorial room, so we are taking some measures to reduce the number of papers: publishing the paper is optional both for oral and poster sessions, and we intend to keep an strict deadline on both submitting the manuscript and reviewing yellow and red dots. Any author missing the deadline won't have their paper published, even if he/she has presented. This is of course not great for the conference, but given the difficulties of the situation, this at least allows those who actually need publications to have them while sparing the conference and the JACoW collaboration.

Also, if at all possible, we would prefer to do the editorial work before the conference. The paper submission deadline is 2nd September and live sessions starts on 14 September. Would we have enough time to setup a room between these dates?

Finally, while we have a few editors with varying degrees of experience at LNLS, we surely would need to set up an experienced team for this exceptional situation. Renan, chief editor for IBIC, is also in copy and will coordinate the editorial room and details on the proceedings office operation. I'm surely available to help, specially on the technical and support side of things.

Best regards,
Gustavo Bruno

Issue	Risk	Mitigation & Consideration
Compliance of Authors to adhere to timelines	High	LOC & OC issue strict deadlines and turn around times to author response to RED dots, and setting Yellow to green. Paper Assignment if possible could have an extra drop down to select time zone as an additional variable. This would hopefully help mitigate response delays if people are editing papers near their time zone.
Management/Team co-ordination	Medium	Due to the time zone differences a coordinator should be set as a point of contact to deal with any issues. Contact should be available via Skype. Team should be issued and a quality matrix to help set standards of quality and compliance. The co-coordinator should make final decision on edits. Volkers gripe sheets would need to be emailed to flag papers needing correction which could be burdensome.
Team Access	High	As must staff would be in their home labs they may have local restrictions of

		<p>access to to COVID-19 infection control mitigation.</p> <p>Residential internet access may have bandwidth issues depending on location.</p> <p>If staff are working from their own office they are unlikely able to have solid blocks of focus due to the unavoidable interruptions.</p> <p>Team will have limited communication due to time zone locations.</p> <p>Team would be restricted to expert experienced editors with no training opportunities.</p> <p>Staff may easily overrun allocated time or be re-prioritized do to local constraints.</p>
Equipment/Software	Medium	<p>All editors will be required to setup their computers, this will have mixed results due to the inconstancy which is likely to occur with different versions.</p> <p>Licences may need to be issued by IPAC'20 for those who don't have their own licences.</p> <p>Is there a VM solution that might be possible, or given unpredictable bandwidth would lead to horrible experience?</p> <p>Clear procedures need to be issued to ensure pdf generation are consistent and compliant.</p>
QA Process	Medium	<p>QA is normally done by collecting printouts from a pile which ensures concurrent QA of the same paper isn't going on.</p> <p>Coordination of QA staff would need to be managed.</p> <p>QA editors would need to make all corrections and not push back on original editor.</p>
Paper Assignment	Low	<p>Editors would need to regulate the number of papers they assign as they may have a very long drawn out work load.</p>
Author Access	High	<p>Apart from skype there is no practical way to speak with authors, this is made harder due to time zones as well.</p>
Title Author Checks	High	<p>Its not practical to remotely do these checks and corrections. Volker would need to send the massive print job to a team to do this who are happy to print 1000+ pages.</p>
Author Contact Point	Medium	<p>Authors would need a point of support to contact with any issues.</p>

**Annex 3:
Volker Schaa's response to Christine's enquiry concerning the re-running of sets of proceedings from Cloud files.**

Hi Chris,

the status for the "not yet published" conferences (NA-PAC'19 and ICALEPCS'19) is, that I need a full functional SPMS instance as there are still not all papers in with checked Authors & Titles (NA-PAC'19) and not all have their correct page numbers entered and no TOC

has been generated (NA-PAC'19 + ICALEPCS'19). I need TOC entries for the page numbering on PDFs, Web and DOIs.

My old script which corrected given page numbering and correcting pages per paper by checking the PDFs does not work anymore. This is because the amount of changes to the XML, since multiple paper codes and refereeing was introduced, is just too big and I tried three days to adapt the scripts but I failed.

For the old (currently/already) published conferences I need the updated XML extract to rerun the scripts (which

also do not accept the old XML anymore due to the above mentioned changes).

For the later conferences an exported files would be sufficient, but it has to be done from a running SPMS instance. The database dump doesn't help me as it is just an export of all data from table spaces, relations and procedures, but you cannot run an XML export procedures on a DB dump file.

Matt/FNAL was just too quick in switching off as I

started immediately when I heard of the SPMS closures to do the export from old conferences. For this I had to adapt a per conferences config file and then run the download script. I only managed to get 3 old conferences before they turned the switch.

I hope this answers your question.