

# NOTES OF THE 29th JACoW BOARD OF DIRECTORS MEETING

## Friday, 24 July 2020

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

### 1. Approval of the Notes of JBoDM28

On pending actions:

#### a) IBIC'20

*Action on David to follow up with Gustavo for latest information*

#### b) Status of Migration of SPMS Instances from FNAL to KEK

Johan spoke to Volker who confirmed he could not run his scripts on database dumps. If we wish to insert ISSNs then the data dumps would have to be injected into new SPMS instances prior to running new scripts. In this case, we could run into problems due to the different SPMS/JPSP versions. Nothing is lost, but it would not be trivial to re-create SPMS instances from data dumps and update them to the latest SPMS versions.

*Action on Johan to contact Matt as to whether the old instances have been destroyed, or whether they are recoverable.*

#### c) Annual Report to Stakeholders

*Action: Christine to prepare a mail to JACoW Stakeholder/SPC/OC/LOC Chairs, prior to publication of Chairman's 2020 Report*

The Notes of BoD28 are approved without modification.

### 2. JACoW Draft Service Agreements

Following discussion and a few new proposals, Christine will update the document (see Draft 3 in Annex 1 to these Notes), including her proposals on how/where to include the information on JACoW.org (immediately following the Introduction).

With Ivan's final approval Christine will implement the changes on JACoW.org. This information will also be included in the Chairman's 2020 Report to Stakeholders.

*Action on Chris to Update the Draft Service Agreement  
Action on Ivan to include in Chairman's 2020 Report to Stakeholders.*

### 3. Status of Indico Merge Project

At Ivan's request, Christine made some proposals for the organization of the testing of the new JACoW-Indico tool. It is becoming urgent to:

a) familiarize ourselves with the functionality of the new tool in line with the workflow of a JACoW conference, and simultaneously prepare documentation,

b) work with the Indico team to discuss/request modifications in case of problems.

Chris has drawn up a preliminary proposal grouping main roles with associated tasks and identified possible experts who would lead small working groups to test the functionality (Annex 2). An imaginary JACoW "FAKE" event will be created for testing, and Slack will be used for communication and discussion.

Timing is particularly important since FEL'21 wishes to use the new tool. It therefore needs to be running by the end of this year.

In response to a question from Johan on what the Indico team has actually implemented, Ivan responds that it supports what was included in the original specification.

The JACoW Collaboration is responsible for the development of the scripting packages. The Indico Team is willing to help, but any new requests would have to be discussed with them and the CERN Management.

Ivan mentions that only once the new tool is working to our satisfaction will we consider how to replace the Central Repository.

David feels the Central Repository begs for upgrade, new data, etc. Johan recalls Volker mentioned JPSP, ORCID IDs, etc. Christine says that adding fields is trivial. Adding ORCID IDs has been on Matt's "to do" list for several years. Ivan was tasked with asking Ronny whether a CERN person knowing SQL/Oracle could implement some relatively trivial upgrades while we are waiting for the new tool – which will be a plugin to Indico.

Johan has an interest in identities because of work at ESS. This is something to be looked into for the future. Even small things like adding ORCID IDs would be good and eliminate some of the manual work.

*Action: Ivan to follow up with Ronny on availability of a CERN person to replace Matt in the interim prior to implementation of JACoW-Indico.*

*Action: Christine will circulate her preliminary proposal for JACoW-Indico testing for comments (Annex 2).*

#### 4. Status of JACoW 2020 Events

There is no new information.

#### 5. Succession Planning / Elections

The aim of this item is to ensure good candidates for Chair and Coordinator, though the issue is complicated by uncertainty as to whether this year's TM will take place, and whether mail ballot votes are admissible.

Possible preliminary ideas for candidates for Chair and Coordinator are:

##### a) Chair

There is general agreement that Todd Satogata would be the candidate with the best overview of the job and vision for JACoW. Jan Chrin is another possible candidate.

##### b) Coordinator

Evelyne Akers has been suggested, though she has never been involved as an Editor or in JACoW activities. Maggie Loera is another possible candidate.

It is recalled that Todd resigned from the BoD because of new responsibilities. He has also indicated previously that the JLAB management was unlikely to allow Evelyne the time to work on JACoW.

David wonders whether one might postpone the elections due to the postponement of TM'20, and whether the Chair and Coordinator might remain until elections can be organized.

Alternatively, voting via an electronic platform might be organized, though in this case the list of eligible voters would need to be established prior to calling the election.

Ivan mentions that he has funding for JACoW business (covering his travel and time). Since there were no events this year the funding is available, but he should not normally serve on the Board beyond the end of this year. In view of Covid he could ask for an extension of the project, but the outcome is not sure at this point.

Ivan agrees we should approach Todd again as to whether he would consider standing for Chair, and whether JLAB might now support Evelyne.

**Action: Christine will contact Todd as mentioned above.**

#### 6. TM'20

As recorded in the Notes of BoD27:

*Due to COVID19, Ivan feels that a number of people will not be allowed to travel. Some may. A mail to explore possibilities might be sent prior to deciding on whether to postpone TM'20 or not.*

*If the TM "proper" cannot take place, possible actions might be:*

*a) to organize "virtual" oral presentations for newcomers to JACoW, editing, tools, etc., and also an event under c)*

*b) to organize a Workshop, by invitation only, for the decision makers and others involved in policy and technical issues, including the Working Groups,*

*c) to call a mini-Team Meeting just prior to IPAC'21, a workshop by invitation only, plus some mixed sessions with remote connection for those unable to attend.*

*Note that options a), b) and c) are not exclusive. Of the above this might be a)+b), and **optionally** c). This requires of course further discussion.*

It is decided that it is time to contact the TM'20 hosts in Bangkok to inform that a Doodle Poll will be used to establish possible attendance if TM'20 is held in November this year. They should also be asked whether they would be willing to host a meeting in 2021 instead.

**Action: Christine will contact the TM'20 hosts. She will also prepare a Doodle Poll, and report back on the outcome at the next BoD.**

#### 7. AOB

No other business.

#### 8. Next BoD

28 August 2020 BoD30  
13:00 CEST

Annex 1: Draft 3 of Service Agreement  
Annex 2: Preliminary Proposal for organization of testing of new JACoW-Indico tool

## Annex 1 to BoD 29 Notes.

**Draft 3: all editing and new/slightly revised texts are in red**

### JACoW Collaboration Organization, and Publication Service Agreement(s)

#### 1. Introduction for the BoD/JACoW.org

The publication of scientific conference proceedings at the JACoW.org site relies on excellent preparation and initiation into modern electronic publication and IT skills. While much useful information is published at the JACoW.org site, the Collaboration invests a significant effort in the training of editors and/or scientific secretaries and IT Staff who carry the responsibility for swift, efficient and professional publication, together with the development of a number of tools to facilitate this.

The "JACoW Model", whereby newly appointed Editors-in-Chief of conferences are trained, both during JACoW's annual Team Meetings and via hands on editing experience during major JACoW conferences, requires that once these editors are trained, they go on to take part in the training of newly nominated editors. Since JACoW has no fixed staff or budget, this is essential for the continuity and sustainability of the JACoW Collaboration.

JACoW is based on good will and hence the presence of Editors-in-Chief, Scientific Secretaries, or IT staff at annual Team Meetings and participation in JACoW activities is essential to maintain high standards. **Editors-in-Chief, Scientific Secretaries or IT Staff *must be members of the institutions hosting the conference and members of the LOC***.

For conference series with events taking place *yearly* (IPAC, IBIC ...), the JACoW representatives (Editors-in-Chief, Scientific Secretaries or IT Staff) at each TM should represent three events over a three-year time span. For example representatives of IPAC'20 (past event), IPAC'21 (currently organized event) and IPAC'22 (future event) should be present at the TM organized towards the end of 2020. Most events are on a two-year cycle, and representatives of the past, current and future event in the series should be present to ensure continuity within the series. This is more difficult for events with a three-year span but every effort should be made by them to ensure continuity within their series.

Electronic publication is not trivial, and to publish according to JACoW's high standards implies not only that editors receive adequate training but also that once their expertise is acquired they remain active in JACoW for a certain period to train new editors. **JACoW therefore reserves the right to exclude from publication any conferences not respecting the above conditions.**

#### Membership of the JACoW Collaboration offers:

Publication on JACoW.org and enhanced visibility for proceedings/papers/work

Support in training for editors and for final publication

Support for the organization of the conference through the JACoW Collaboration

Access to mailing lists via the Central Repository (**particularly important for announcements of events, and for the organization of industrial exhibitions**)

Access to the Scientific Programme Management System (SPMS) *and Indico* for the organization of the scientific programme

#### Membership of the JACoW Collaboration entails:

Joining in the activities of the Collaboration and if possible collaborating in developing tools and procedures

Informing the JACoW Management about coming events as soon as they are decided, with the names of the JACoW Stakeholders (SPC Chairs and Editors-in-Chief)

Maintaining the wiki to include information about respective conferences and their organizers

Ensuring the attendance of their Editors-in-Chief at the annual Team Meetings (mandatory)

Ensuring their Editors-in-Chief receive hands on editing training preferably during their own conference series, or at other JACoW conferences (mandatory)

Ensuring the participation of Editors-in-Chief in training of newcomers at team meetings

**Sanctions**

In cases of non-respect of JACoW policies and requirements as outlined above, the **Board of Directors** may decide to withdraw from publication or prevent publication of the proceedings of a conference series on JACoW.org if a conference fails to meet its obligations.

Where to find texts pertaining to the above on JACoW.org

How to Join JACoW: <https://www.jacow.org/About/HowToJoin>

The JACoW Charter: <https://www.jacow.org/About/Charter>

Policies and Requirements for Publishing on JACoW:  
<https://www.jacow.org/About/PoliciesRequirementsForPublishingOnJACoW>

### Modifications to existing texts/pages on JACoW.org

<https://www.jacow.org/About/PoliciesRequirementsForPublishingOnJACoW>

Under Policies, second bullet:

- Attendance at team meetings: conference editors (and preferably also IT infrastructure managers) must attend team meetings throughout at least a three-year cycle.

### Modification:

Attendance at team meetings: conference Editors-in-Chief (and preferably also IT infrastructure managers), must be affiliated to the hosting laboratories or institutes, and must attend team meetings throughout at least a three-year cycle.

### NEW BULLET

As soon as a new JACoW conference is decided, the SPC Chair (of either the past, current or future event) must inform JACoW (through the Coordinator) via the letter (link to the **Notification of the Organization of a new JACoW Event**)

**NEW PAGE in JACoW.org similar to:** <https://www.jacow.org/Editors/PermissionToUseSPMS>:

### Notification of the Organization of a new JACoW Event



<https://www.jacow.org/About/HowToJoin>

Under the [charter](#), collaborating conference series undertake to adhere to the technical [requirements for publication](#) and to send their JACoW Team Members—**Editors-in-Chief** for past, current, and future events--to the annual team meetings. These meetings are scheduled near the end of each year, rotating through Asia, Europe, and North America. **JACoW Team Members must be affiliated to the hosting laboratories.**

Team meetings provide the opportunity for editors to pursue in greater depth all issues related to electronic publication, including hands-on training, development of tools such as the [Scientific Programme Management System](#) (SPMS), and use of the [scripts](#) (JPSP) that pull all of the individual files of contributions together into the final publication package. Team members new to electronic publication can also take advantage of hands-on training in basic processing techniques during major JACoW conferences.

<https://www.jacow.org/Editors/PermissionToUseSPMS>

### Modify this page to: Permission to use SPMS or Indico -

To use SPMS (or Indico when available) along with the profiles and affiliations repository, the conference chair must request permission from the [JACoW chair](#)  and/or [coordinator](#) , who will ask the relevant [regional support centre](#) to set up the SPMS (or Indico when available) instance. The text shown under the rule below should be included in the request, and the conditions (especially those regarding data protection) must be kept throughout the conference cycle.

The timing for getting the SPMS (or Indico when available) instance depends on the scope of the conference or workshop. As an example, for [HB2016](#) it was done 10 months before the conference; for [IPAC'17](#) 20 months prior.

When the SPMS (or Indico) instance has been created, you'll receive an e-mail with the URL for all users and a separate URL for the conference administrators. Keep this e-mail handy and/or bookmark the URL--you'll use it a lot.

## The following two declarations must be provided by conferences

- a) upon the decision to organize a JACoW event (new), and
- b) when requesting the creation of an SPMS Instance or an Indico Event (revised)

## Notification of the Organization of a new JACoW Event

As soon as a new JACoW conference is decided, the SPC Chair (of either the past, current or future event) must inform JACoW (through the Coordinator). The following is a draft possible Notification.

### Text to be undersigned by the conference chair and sent to the JACoW chair and/or coordinator:

*As Organizers of the XXX Conference we hereby inform JACoW that*

1. *XXX Conference will take place on [dates] in/at [venue]. The OC, SPC and LOC Chairs are [name, affiliation and e-mail address] and the Scientific Secretary and/or Editor-in-Chief is [name and affiliation].*
2. *We have read and understood the JACoW boundary conditions relating to publication on jacow.org and in particular the attendance of the Scientific Secretary/Editor-in-Chief/IT Manager (either or several) at the annual JACoW Team Meetings.*
3. *The conference undertakes to foresee the necessary funding for the attendance of the Scientific Secretary/Editor-in-Chief/IT Manager (either or several) at the annual JACoW Team Meetings*
4. *We have understood that it is the duty of the conference Scientific Secretary/Editor-in-Chief*

*a to ensure the event is announced in the JACoW.org page of forthcoming conferences:*

<https://www.jacow.org/About/UpcomingEvents>

*b) to ensure that the names of the conferences and Editors-in-Chief are included in the list of JACoW Team members:*

<https://www.jacow.org/About/TeamMembersRoles>

*c) to participate as far as possible in the development and testing of JACoW tools*

4. *We understand that failure to comply with the above may result in sanctions as referred to above.*

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## Request for the Creation of an SPMS Instance/Indico Event

The text of the request for the creation of an SPMS Instance is published here:

<https://www.jacow.org/Editors/PermissionToUseSPMS>

For the BoD: The text in red below is a proposal to add one point under 1 to the text published on JACoW.org:

### Text to be undersigned by the Conference Chair and sent to the JACoW Chair and/or Coordinator:

As Organizers of the XXX Conference we undertake

1. **To ensure proper training, the Scientific Secretary/Editor-in-Chief/IT Manager (one or several) will attend at least three team meetings in the roles of future, current, or past editor in a series, in order to ensure proper coordination within the same series and within the JACoW Collaboration.**
2. To ensure that the data supplied and collected within the **JACoW Central Repository** will under no circumstances be used for any other purpose than in connection with the organization of the conference in question (**conference and non-conference announcements, or mails to the whole repository are strictly forbidden**).
3. The e-mail utility may be used normally only **once** to announce the conference to those profile/account owners contained in the relative mailing lists, and **once** following the conference to announce the publication of the proceedings at the **JACoW** site.

4. The data will not be provided to any external body for any purpose.
5. Following the publication of the conference proceedings and repatriation of the data to the central repository, the link to the central repository will be cut and there will be no further maintenance of the system by central support.
6. The email utility will not be used after the publication of the conference proceedings.
7. The profiles and account information generated by the conference will be of the same quality as the data already in the repository (no dummy emails, etc.).
8. Software installed using JACoW licenses will be un-installed immediately after the conference.

## Annex 2

The organization of testing JACoW-Indico functionality using a Fake Conference event. The project includes the preparation of documentation and problem solving with Indico staff.

It is proposed to create a small team lead by a couple of JACoW *experts*, each one taking responsibility for reviewing the functionality related to MAIN conference organization activities, and each working with a small number of volunteers to test sub-tasks/activities within the main activity groups. The team will work through activities as they arise chronologically according to pre-defined timelines.

It is suggested that Christine's reference documents published on jacow.org might be used as a basis for the testing since they cover all activities in chronological order:

Overview Tutorial on SPMS:

<https://www.jacow.org/Editors/SPMSTutorials>

Introduction to SPMS:

[https://www.jacow.org/uploads/Editors/Introduction\\_SPMS.pdf](https://www.jacow.org/uploads/Editors/Introduction_SPMS.pdf)

Setting Up:

[https://www.jacow.org/uploads/Editors/SPMS\\_Setting\\_up.pdf](https://www.jacow.org/uploads/Editors/SPMS_Setting_up.pdf)

Scientific Programme Organisation:

[https://www.jacow.org/uploads/Editors/SPMS\\_Sci\\_Prog\\_Activities.pdf](https://www.jacow.org/uploads/Editors/SPMS_Sci_Prog_Activities.pdf)

Pre- and Post-Conference Activities:

[https://www.jacow.org/uploads/Editors/SPMS\\_Pre\\_Post\\_Conf.pdf](https://www.jacow.org/uploads/Editors/SPMS_Pre_Post_Conf.pdf)

The above documents might also be used as a basis for the preparation of JACoW-Indico documentation.

### Main Roles with corresponding Group Experts and Members

*Note that IT is not included below since it is not run through SPMS/Indico*

**Administrator: Chris and Todd**, with Rob Apsimon (Linac'20 SS), Chris (temporary SS IPAC'21), Gustavo (IPAC'21) Thakonwat Chanwattan (SS IPAC'22) and Ivan (SS IPAC'23)

**Scientific Secretary: Chris and Todd**, members idem as above

**Proceedings Office Organizer/Editor-in-Chief (pre-conference): David**, plus Renan Picoreti, Nawin Juntong, (Editors IPAC'21 and 22 respectively)

**Scripting Needs (during conference):** Volker, plus Ivan, Johan, Josh

**Conference Editor: Jan** plus ??? ask Jan for proposals for "expert" editors, Gustavo?

**Transparency Editor: Michaela** plus ??? ask Michaela for "expert" transparency editors

**Poster Session Manager: Stefano**

**Registration Manager: Ivan** plus Stefano

### Main Role/Activity and Sub-tasking (not exhaustive!):

#### Administrator:

- Setting Parameters for all activities
- Creating/Assigning Roles and Privileges
- Reports
- E-mail Utility
  - Mails to Roles
  - Mails to Individuals
  - Mails to Mailing Lists
  - Mails to Contributors by Status/Activity/Attribute

#### Scientific Secretariat

- Profile/Abstract Attributes
- Abstract Submission
- Abstract QA
  - review of all contributions submitted
- Setting up for scientific programme
  - Main and Sub-classifications
  - Location Codes
  - Duration of Presentation
  - Creating Sessions manually
  - Creating Sessions automatically
- SPC Activities
- Proposals for Invited Orals
  - SPC Prioritizing/Selection of Invited Orals
  - Assigning Programme Codes for Invited Orals
  - Invitations to Invited Speakers
  - Keeping track of replies/via attributes
- Abstract QA
  - Checking/correcting Classifications
- Proposals for Contributed Orals
  - Prioritizing proposals
  - Accepting/Rejecting Contributed Oral proposals
  - Assigning Programme Codes for Contributed Orals
  - Invitations to Contributed Speakers
  - Keeping track of replies/via attributes
- Cross checking all contributions have a registered participant
- Bulk assignment of programme codes
- Multiple programme codes
- Special programme codes (opening, closing, prizes ...)

#### Registration

- setting up forms/payment

### Proceedings Office Organization/Editor-in-Chief (pre-conference):



- Setting up
- privileges
- parameters (download/upload scripts ...)
- statistics
- reports
- workflow

**Editing (during conference)**

- editorial interface
- download/upload scripts
- reporting interface
- QA interface