

NOTES OF THE 34th JACoW BOARD OF DIRECTORS MEETING

14 January, 2021

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

1. Approval of the Agenda, and Notes of JBoDM33 and Pending Actions

Ivan asks that the word "Consortium" be replaced by "formal agreement" under item 2 of the Notes of BoD33.

Action: Christine to replace "Consortium" by "formal agreement" and circulate a revised version.

With that modification the Notes are agreed.

2. Reactions to the Chairman's 2020 Report to Stakeholders and Follow-up

Ivan reports on a contact with Elettra's representative on LEAPS (<https://leaps-initiative.eu>) where the question of JACoW sustainability was raised at a recent meeting. LEAPS is willing to discuss initiatives to support JACoW within the Initiative.

LEAPS is a European initiative, so a starting point prior to reaching out to other Asian and US laboratories for support. It was brought to the LEAPS Accelerator Working Package. One of the leaders is also at Elettra so there is a good communication channel prior to LEAPS meetings.

Ivan also reported on contacts with the IPACCC, and on IPAC'23 in particular. He has spoken with Ralph Assman (the OC Chair). The IPACCC proposes to organize recurring meetings between the IPAC'23 Chairs. The first meeting was held late December. The IPAC'23 OC/SPC/LOC Chairs plus Ivan with IPAC'23 SS and JACoW Chair hats. Most of the discussion related to proceedings production since they are concerned about issues for '23, and IPAC proceedings in general.

They asked Ivan about how much effort is needed and he reported to them about our plan to move from SPMS to Indico and the JFIC project. The idea of having FEL'21 (moved to '22) as the first on Indico, and the next would be IPAC'23, the first IPAC organized with Indico.

Ivan also reported on contacts with eeFact to take place in September '20 in Italy, organized by INFN Frascati. He has proposed to use the JACoW Indico to manage papers and abstracts. His offer was warmly accepted provided it happens in September this year. So far the Workshop is confirmed for this September. Next month they will discuss other options.

Ralph Assmann is very concerned. He doesn't want to take any risk using a new tool that might not work. Ivan did his best to reassure him. Of course, we do need an official statement from CERN on the continued support for JACoW-Indico development. Ivan doesn't have any more news from the CERN side. The Indico team is however contributing via Slack responding to our queries.

Re eeFact'20 – this is a small event and it could be an opportunity to start using Indico. It would represent quite an exploratory effort.

Marica Biagini is co-chair of the conference. Giulia Vinicola, already known to Ivan, was recently named SS. She worked previously in conference management, though of course she has never worked with JACoW.

The good news is that she is the SS for eeFact and co-SS for IPAC'23 and will work with Ivan in this role. She would also partially act as Ralph Assman's secretary.

Giulia will be added to JACoW's mailing lists. *Note she does not have a JACoW profile yet.*

3. JFIC – JACoW Fake Indico Conference (Indico testing) Progress

Chris reports that testing is currently at the stage of call for invited oral presentations. Shortly we will test QA and prioritizing and selection of invited orals by the SPC. It will then be trivial to go to normal abstract submission and selection of contributed orals, following which we will get to upload of contributions and editorial module.

4. AOB

IPAC'21

Regis reports IPAC'21 plans to publish *all* of the papers including the posters. There was pressure from people asking for this since IPAC'21 is the only major conference during the year.

Current planning is to have a team working for a couple of months, training them 10 to 15 days prior to the conference. How to organize training will depend on the Covid situation. The team will continue working for a couple of months after the event.

David asks whether they intend to invite some experienced editors to train the local team. Regis mentions that Gustavo has left the lab, leaving Renan, and a couple of staff who have worked on other events, but the best thing would be to have some people in Brazil for 10 days training the guys who would finish the job in the following couple of months.

David mentions that the QA process poses a risk in particular with new editors. An *Expert* should look through the formatting and contents right at the beginning of the editing phase so misunderstandings and errors are not replicated from the outset.

Chris mentions the 3 important areas of responsibility in the Proceedings Office:

- a) formatting (an expert like Jan)
- b) checks of papers (Volker's role with his various scripts)
- c) Editor in Chief who drives the work

David and Christine volunteer to join the effort.

Regis asks what kind of background would be necessary for Editors. They are considering master degree students paid by the hour with knowledge of LaTeX for example. Todd advises they find 50% LaTeX and 50% Word. They will aim to have more staff than the minimum.

An Experimental Hall will be properly equipped as in a "normal" Proceedings Office.

David pleads they "do not underestimate the effort".

Regis says if it works for IPAC'21 then they will consider helping MEDSI, and wonders whether it would be possible to replicate this procedure.

Christine feels this would not be sustainable since there the JACoW model is based on training newcomers who in turn train later newcomers. Without this rollover of accumulated experience in electronic publication techniques JACoW could not function.

Regis mentions a small detail to be changed in the usual JACoW procedures. With abstract submission open they can't use SPMS for the scientific programme/SPC activities. They are therefore working with an Excel Spreadsheet to select the Invited Orals. Johan mentions that was used for IBIC'19 ...

Regis also mentions that Delegate Registration will take place outside of SPMS and that he is aware it will be necessary to find a means to inject this data into SPMS in order to be able to properly manage the scientific programme/editing.

Ivan reports they will need a list of registered participants to be fed manually into SPMS.

Johan says there are a lot of minor issues but it's relatively simple to sort out. Regis should contact the BoD if he runs into problems.

Christine underlines JACoW policy is to only schedule work for presentation (i.e. assign programme codes) where a co-author is registered. This means that assigning programme codes can only take place after the deadline for early registration, leaving enough time to contact all authors of papers with no registered participant. This effort should take place as late as possible, leaving a couple of weeks for upload of contributions just prior to the deadline for upload and production of the programme booklet. She underlines it's a huge effort and it needs to be tackled carefully and systematically.

Volker Schaa

Anastasia Lesage contacted Ivan just prior to the BoD, asking who will replace Volker upon his retirement.

Ivan responded that we don't know *officially* of his retirement. Yoshishige Yamazaki responded to Ivan that he received news of Volker's retirement from Kazuro Furukawa. Yamazaki also contacted Mei Bai who responded that while Volker is officially reporting to her, he is actually no longer on contract at GSI. She said she will investigate.

Action: Christine to clarify with Volker concerning his GSI employment situation.

Old US SPMS Instances

At some point it will be necessary to "unpack" the old US instances transferred from FNAL to KEK into SPMS in order to run the scripts to include ISSN, etc. This will represent a significant effort and Volker's contribution will be essential.

Action: Christine to ask Volker to establish the list of events concerned for prioritizing by the BoD and contact with KEK.

WG on IT/Plugins

In response to a question from Johan, Ivan reports there are essentially two issues: JPSP, and Plugins.

Ivan reports he has created a JACoW Official Account on Github and he will send details to the BoD. He already moved all of the code of the scripts to this account, as well as the templates. He also modified the jacow.org extraction pages to Github instead of SourceForge and Ivan's personal Github account.

This concerns all of the scripts except for the SPMS official code since it comes from Matt. In JACoW.org that doc points to SourceForge. JPSP scripts aren't yet there. Ivan will contact Volker and request he bring the scripts from his local repository to Github. He will offer to help him with this. He'll work with Volker and then come back to Johan/BoD.

If this is not possible, then we'll upload the last version we have of the JPSP scripts to the Github account.

On Plugins, the Indico people are willing to help. They already wrote the Webservices for the editing workflow. They are not familiar with JPSP scripts so are unable to undertake the job alone, but are willing to contribute to the effort.

In conclusion, with the creation of the Github account we can create a project. Volker will bring his legacy scripts to this. In the near future there will be two projects:

JPSP Legacy
JPSP Next Generation

Johan will follow this project more closely in the future.

Johan asks whether he, Josh and Rosemary could get access. Ivan agrees of course. There is the Mobile App to also be uploaded. Ivan mentions he's already uploaded his own scripts, but he can create the new projects to that account as we go forward.

5. Next BoD Meeting

The next BoD meeting will take place on:

Thursday, 25 February, 2021

Notes prepared by Christine.