This meeting was held via Zoom

Present: Meghan McAteer (Chair), Rob Apsimon (Co-Chair), Jana Thomson (Coordinator), Thakonwat (Director), Johan Olander (Director), Volker Schaa (Director)

Start: 15:00 (Europe)

Approval of the Agenda of JBoDM#55   *Agenda: Approved*
Approval of Notes from BoD #55   *Minutes: Tabled*

JTM23 - results and decision

Taiwan: Taiwan (Nov 28-Dec 1) is the option which most of the JACoW team members who responded to the poll can attend, and they will host IPAC'25. Historically the host lab who will do an IPAC following the meeting will benefit from hosting a Team Meeting. There was a discussion about keeping KEK as a backup plan, but this is difficult for KEK to practically hold rooms and venue. If there was a situation where a travel ban were to happen, then we would defer the meeting until a suitable time. Meghan will chat to Ivan to ensure he can attend so that he can present his Indico experience with IPAC'23. There was a discussion about the result, how do we confirm that the votes are from JACoW Team. Decision is that we accept the results and no further survey is to be sent, we do not question the result.
An email will be sent to the team announcing the result to Stakeholders and Team. More details to follow. Congratulation to Taiwan and regrets to KEK to be sent.   **Action:** Jana

For 2024 there has been one conference that has already asked for an instance. They have chosen to wait until after IPAC'23, when Indico becomes available.
IBIC is held yearly, no request for an instance has been received.

Program building for meeting: Handover of information from David to Rob for preparing the the program for JTM2023.

Repository management, repository replacement

Volker reported that Raphael has 20% on his contract to assist with JACoW. It was asked if he could help with building something with the repository. Volker explained what tasks Raphael could assist with would be conference assistance with 1 day per week, but wants the possibility left to attend TM and Conferences. (edit)

Raphael could handle the management of the Repository with the assistance of someone. Volker has been spending a lot of time working on the repository. Biggest amount is updating a profile. Correspondence with users to ensure the data is accurate is time consuming, and this will could to be handled by the Repository Manager. Volker will sit with Maggie and Jana at IPAC'23. Raphael's assistance is much appreciated. Johan will chat with Raphael, he has a meeting with

Josh and Anthony and would like to include Raphael on their team if he is interested. Volker asks that the natural names be in the unicode writing. A translation program can identify the characters for users who have used a different keyboard.

Johan has been discussing the repository with the WG Team, in about 2 or 3 JBoD meetings he feels he will be able to give a presentation of what they have determined. The WG Team needs to discuss with Indico, what their path is with profile management looks like.

Johan would like to see the profile management to be disabled, and is not synching with the central repository.

List of active team members and available editors, **review of coopted members**
Template needs to be updated to include actual list, for Annex A.

Definition of a Coopted Team Member Is when an editor does not have a conference where they are an Editor-in-Chief, are IT or have a dedicated task. Usually more than willing to be an editor, have other task set. Volker will take a look at the list.   **Action:** Volker

Update the list to show editors who do not have the support of an institute. Conferences would first rely on the goodwill of the institutes for their workforce. Jana to create a list of potential editors who are still showing on SPMS, who would move to coopted members who do not have institute support.   **Action:** Jana

Thaki will look at the list that David provided to him for potential editors for IPAC'22, and will contact them to confirm that they are still willing to be on the list of potential editors for contact for future events. This list will be distributed and updated.   **Action:** Taki

Collaboration agreements
We've been discussing potential new collaboration agreements which would focus on trying to define 'enforceable' agreements to ensure long-term sustainability of the collaboration, but maybe better communication with stakeholders (rather than new collaboration agreements) is a better solution. A focus at the Stakeholders' Meeting at IPAC'23 will be to clarify areas in which the collaboration needs more support.

AOB

Meeting adjourned at 16:55 (GMT+1)

Next meeting Tuesday, April 18, 2023