NOTES OF THE 37th JACoW BOARD OF DIRECTORS MEETING
14 May, 2021

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

1. Approval of the Agenda, and Notes of JBoDM36

The Agenda of JBoDM37 is approved. The Notes of JBoDM36 are approved without modification.

2. Matters Outstanding from JBoDM36

JPSP Scripts

Christine has spoken to Volker who has uploaded a version of the scripts (code only) dating from earlier this year. They are not the latest, but no doubt much better than the outdated ones we have. He mentioned that he had worked on scripts with Indico several years ago. It would be worth exploring whether they would be a useful starting place for JACoW-Indico.

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

Christine has reached the first SPC activities, the call for submission of proposals for invited orals. In response to Christine's e-mail sent via the JFIC e-mail utility, several of the testers contacted submitted abstracts. She is now setting up for the SPC activity to review classifications, as well as prioritizing their preferences for invited orals.

Note that the Indico review procedure works on the basis of *Tracks*, (Sub-classifications) not *Track Groups* (Main Classifications). Thus, for this first SPC exercise it was necessary to enter **IPAC Track Groups** into **Indico's Tracks** fields to facilitate the review by the proposers. The Tracks will therefore need to be re-worked in time for the general call for abstracts. The same exercise will be difficult for the overall abstract submission exercise since SPC members normally work on the basis of Track Groups (Main Classifications).

Christine mentions that in the abstract submission exercise in SPMS with the combination of Track Groups plus Tracks (Main plus Sub-classification) the user first selects a Track Group (Main Classification) and is then offered the sub-set of Tracks (Sub-classifications) associated with it. When this system was introduced the number of re-classifications required dropped by around 30%. Indico offers all Track Groups with their sub-sets of Tracks from beginning to end, thus over 100 entries. This is likely to be confusing for submitters.

Christine would like to see a feature request such that JACoW-Indico review could work on the basis of Track Groups (Main Classifications) rather than Tracks. (Sub-classifications). This issue will no doubt need more discussion when the testing gets to the stage of general abstract submission, followed by the review of classifications and proposals for contributed orals. Note that with around 2000 submissions to IPAC, the classifications need to be well defined.

Ivan feels that we are at a good point and he looks forward to activating the other testing groups. This will be possible once the assignment of programme codes will be complete.

4. JACoW Sustainability

IPACCC Task Force (Ivan)

Ivan shares his "Master Plan" presentation made last week to the second meeting of the IPACCC Task Force. It has been distributed to the Board and is annexed to these Notes. Included is a migration plan to Indico. The third meeting of the task force took place yesterday to discuss Ivan's presentation.

Ivan reports on some discussions concerning the Central Repository, and in particular to include it in the overall JACoW-Indico project. In recent weeks he has been discussing the future of Indico with the CERN Indico Team, to quantify requirements, with a view to exploring a commitment from CERN to continue the development of JACoW-Indico.

He expects to soon begin looking at the JPSP scripts to have them developed by the end of the year.

The Current IT WGs are:

1. WG Scripting following legacy JPSP, maintaining the current code and using it with conferences such as IPAC'21.
2. WG on future of plugins for Indico – porting of functionality of current scripts to a different framework.

Ivan mentions that the IPACCC Task Force was formed following the last Stakeholders report, with concern over JACoW sustainability. There is no question of dropping JACoW in favour of a commercial product, but they do need to know what the requirements are, so they may be addressed, and solutions found to some of the more pressing issues.

Ivan feels we need a commitment from laboratories for the framework we already have, since it works.

JACoW Tools and Specification of JACoW Requirements for the Organization of Events

David has put a lot of effort into this very complete reference document. Taking this as a starting point, we need now to produce a shorter more concise and factual document for the IPACCC Task Force.

Christine will help with editing the full paper, and a shorter version will be produced for the IPACCC.

This document together with Chris' document should be ready, say in 2 weeks, by end May. One week for Chris and David to work together, and one week for David to finalize his two documents.

5. IPAC'21

Regis reports that the Whova software is currently causing some concern. Only 1/3 of the posters are visible. Before breaking down it was running too slowly. The system for the oral presentations is working OK.

There were also problems with the video system, resolved internally. There are firewall problems of people not receiving mails.

There are currently 1628 registrations/poster presentations, 340 without delegates.

Volker has been hired to provide services to the conference relating to scripting, etc. He'll start work next Monday.

DOE is limiting registrations. Ivan heard this is also happening for ICALEPCS in China.

Ivan mentions it's the first time JACoW is not part of the conference. He feels he's losing track of the organization and would appreciate having an account on Whova to be able to better understand it. Regis will provide Admin permissions for him.

Ivan reports that some Elettra colleagues are concerned about the organization of the talks. The speakers are supposed to send a recorded version of their talks by tomorrow. It is expected they'll be recorded and available from the Whova system, and there will be Q&A after the talks, so he is curious how the presentation and the QA session works.

Regis explains that at IBIC there was a video presentation, then a 5-minute recap prior to opening for questions. IPAC'21 has removed the 5-minute recap.

6. 2021 JACoW Stakeholders Meeting

Again, JACoW's annual Stakeholders Meeting during IPAC cannot take place. It has however been suggested that the JACoW Chair's Report be included in the virtual meeting. Regis says it would not be possible to slot such a presentation into the programme. It is suggested to have it two weeks after IPAC'21, close to the conference debrief.

Christine is in favour of Ivan preparing a video of JACoW business for presentation after the virtual conference, with publication of his report on JACoW.org.

If at all possible, the usual IPAC-debrief would be very useful for future IPAC organizers. Regis will look into this. He suggests this might be organized say two weeks after the conference (the week of 7 June). He would invite key people from the IPAC'21 LOC/OC for this and the next few events, as well as the JACoW Management.

7. JACoW 2021 Team Meeting

As decided at the previous BoD meeting, the JACoW Management gratefully accepts the invitation of the Elettra Management to host TM'21 in downtown Trieste around the time of IPAC'23 OC/1. There is currently no fixed proposal for dates, but since OC/1 will take place towards the end of November, TM'21 could take place immediately before, or immediately after.

The national holiday on 8 December should be avoided, and also Thanksgiving. Since it is unlikely all regular Team Members will be present due to Covid, we might change the dates from the usual Sunday to Thursday, and consider organizing some zoom sessions. Ivan will make a more concrete proposal soon. Once the dates and venue will have been decided the Team should be informed and asked for feedback as to their participation.

8. AOB

David is concerned that any effort provided by ANSTO to future work on JACoW scripts, the search and catscan tools, be recognized officially. The path would be for the IPACCC to understand where resources are necessary and contact ANSTO Management to extend the IPAC'19 cooperation.

8. Next BoD Meeting

The next BoD meeting will take place on:

Friday, 11 June, 2021 at the usual time.

Notes prepared by Christine.

Annex 1: Ivan's report to the IPACCC Task Force on JACoW Sustainability