Summary Notes of the Third Meeting of the JACoW Board of Directors 27 February, 2013

Present: Ivan Andrian, Matt Arena, Jan Chrin, Cathy Eyberger (audio), Todd Satogata, Christine Petit-Jean-Genaz, John Poole, Volker Schaa Charlie Horak – on invitation for the "New Website" project

Absent: Yongbin Leng (Google+ not working well in China)

Approval of the JBoD2 Notes

The BoD Notes of last meeting were agreed.

New JACoW Website project

Charlie reports on the status of the project, it is proceeding pretty well. 80% finished. Matt and Charlie will review SPMS pages to see whether any pages need to be moved to other places.
The target is to have it ready by the end of April.

When it has been agreed that the content of the new website is complete, Charlie will compare old to new content, with the help of JBoD volunteers. Up to now not many people from the Team have contributed to the project. Charlie, will soon go back and push them in order to speed up the work.

John volunteers to write a description of the JACoW organization, the Team, Stakeholders, BoD etc.

The "roles" and persons[1] concerned will be entered into the JACoW Central Repository. The composition of the various bodies will then automatically populate the pages defining membership of these bodies at the new site. A request for development in the SPMS was submitted in SourceForge some time ago for this – Matt will follow up on this after the current development (multiple sessions/programme codes per contribution) has been completed.
Todd has written up some documentation on how to create forms which he'll pass over to

Charlie.

Jan volunteers to update the documentation for LaTeX.

Charlie asks all BoD members to be sure to send her any documentation which they may be preparing.

It will be necessary to integrate documentation derived from experiences at conferences into the new website (e.g., modification of SPMS parameters etc.).

Accommodation Module is being removed. Chris would have liked to see it stay since even if it is not perfect it's been developed and is there. If anybody wanted to use it in the future, it would be ready for update. Ivan feels it could be re-developed more simply from scratch.

Status of JACoW Collaboration: what happened since the last meeting.

Ivan asks Christine and Volker to comment.

Christine mentions the recent developments concerning "SUPER JACoW PROCEEDINGS" (refereed). She will discuss with Andy Wolski to get the agenda of the forthcoming meeting, so we can share it with JACoW and have a formal response. The Board was not in favour of such an initiative.

There's a new possible workshop possibly interested in joining JACoW – reported by Volker, he will investigate and report.

Todd has been contacted by people organizing the US ERC workshops. A stumbling block for them is that JACoW expects collaborating series

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1 These are not roles in the SPMS sense. What will be entered is the name of the position (role) and the identity of the person fulfilling this position (e.g. Chairman, Primary Stakeholder etc.)

to publish at least 3 sets of proceedings. Chris and Volker defend this view. Todd will convey this.

Volker reports that Linac'14 wants to use InDiCo. A mail sent from Thomas Baron (InDiCo, CERN) to Mick Draper and Volker. This would imply setting up a dedicated instance of InDiCo for JACoW conferences, by CERN people. It is asked if we like this and if it is a good thing to the collaboration.

Volker forwards the mail. Ivan would like to say that if it is possible technically, without further development from our part, there are no problems for us. The Board supported this view.

If the Linac people want to do the editorial work outside of SPMS, without the editorial module, then it's up to them.

Proceedings of the last Team Meeting are needed to keep track on decisions and next actions: Volker has now downloaded the material and organized it so he can work on it. He'll make something available soon, a "preprint" version is already available.

Status of JACoW Activities – Todd

Todd mentions his recent mails to the Board in which it was said that what we want is for JACoW to become more formal in the way we track deliverables. A formal management structure that has topics or projects as the first tier of the hierarchy.

Following discussion on the item "Conference Coordination", it is decided this should be re-named:

(Scientific Programme Management System Training and) User Support

Todd asked the BoD members proposed for "oversight" of each project whether they agreed the job or not. Everybody agreed, with the following schema:

1   JACoW Organizational and Communication (Volker, Ivan)
2   Documentation (Christine, Cathy)
3   User Support (Christine, Todd)
4   Conference Editing (John, Cathy)
5   Website Maintenance (Ivan, John)
6   Software (Matt, Volker)

Todd will develop a Google spreadsheet with details and share them with the BoD to get input. It'll be a live document rather than static PDFs, by end of March.

Stakeholders – Chris

Christine agreed to develop the list of stakeholders with team members in the coming weeks. The aim is to have a list of proposals to discuss with team members in the coming two weeks, and final lists for end March.

Christine will find a room in Shanghai for the Stakeholders Meeting on the Thursday during the conference.

Christine asks John whether SPC chairs are also stakeholders. It has been clarified, according to the JACoW Charter, that Stakeholders are:

• "Core" Stakeholders
 •   Team
 •   Previous Steering Committee
 •   Laboratories somehow involved in JACoW
 •   Other
  • People interested in JACoW activities that asked to be kept updated

The Stakeholders meeting is announced as a satellite meeting during the conference. There will be no lunch. A room for around 100 people is required.

Report from Regional Representatives & Plan for Proactive Actions

No particular information from regions.

Todd has been approached by a few conferences for information on JACoW publication.

Todd would also like to raise awareness with other non-JACoW events. It might be useful to make a list of events which are not JACoW, but which we might contact. This possible action needs a decision by the BoD during next Team Meeting.

Todd mentions PTCOG (http://ptcog.web.psi.ch) – Proton Therapy – Jan will talk with Mike Seidel

Chris reports that MT are not interested.

Cryogenics - ???

Volker mentioned the Workshop for Accelerator Operations and the Accelerator Reliability Workshop – he will investigate what can be done.

Next Months – what actions are planned?

No other actions apart from those already discussed have been identified.

Next JBoD meeting will be through videoconferencing again – there is a need to investigate onthe feasibility of other tools, due to the problmes problems of Google+ for Chinese people.