

NOTES OF THE 44th JACoW BOARD OF DIRECTORS MEETING
11 January, 2022

This meeting was held via Zoom

06:00 Sydney (David)
19:00 Algarve (Christine)
20:00 Germany & Italy (Meghan, Johan & Ivan)
11:00 Canada (Jana)
16:00 Brazil (Regis)

Invited: Ivan Andrian, and Christine Jean-Petite-Genaz

Present: Meghan McAteer (Chair), David Button (Co-Chair), Jana Thomson (Coordinator), Regis Terenzi Neuenschwander (Director), Johan Orlander (Director), Ivan Andrian (Past Chair), Christine Petit-Jean-Genaz (past Coordinator)

Note: Regis joined later due to last-minute change of meeting time

Start: 11:05 (PST)

1. Approval of the Agenda of JBODM#44
 - Remove the word Outsource on Item 7
 - Add Candidates for Repository Manager and Website Content Manager
 - Edit NG-JPSP to JPSP-NG

Agenda: Approved

2. Approval of JBODM#43 by previous board

Discussion about Private Communication document will be shared with new JBoD members.

Minutes: Approved

3. JTM2021 - Status of elections of Chair and Coordinator (Ivan)

Ivan reported that he and Christine were happy to have served on the JBoD. Ivan has had a discussion with Meghan McAteer (new Chair). Ivan shared that there are assets that he wanted to ensure were maintained (Flickr, the Wiki, GitHub, and inventory of Software licences). He will create a list of assets.

There was a discussion about plans for the future and hoped that Ivan and Chris would continue to assist during the transition period as co-opted members.

A Board member asked what assets will Ivan continue to be custodian of. Git Hub – scripting/update scripts, maintaining templates, software licenses on the website and distribution of the Pitstop license and ensure returned/deactivated. Ivan reminded the board that conferences are responsible for their own Acrobat licenses, and currently PitStop is lent to a conference.

An email was sent by Christine on December 22 to JACoW Team and stakeholders announcing the election results and the incumbents. At this same time a request for bids for JTM'22 was sent requesting bids to be sent to Jana by January 31, 2022.

Johan and Ivan discussed the development of a repository for asset management and “enterprise level” for managing – update tracking bucket” [a location for passwords and other key information]. Christine let the Board know that she has given Jana access to the Central Repository for sending

emails to team members and Stakeholders.

4. JTM2021 – Ivan reported that the follow-up email has been done and that recordings will be made available online.

Christine has not done the minutes for the pre-team meeting but will work on them, she has been focused on repository tasks currently.

IPAC'22 requested for a second announcement to be sent out using the SPMS email repository. Their reasoning was that the Europeans are not able to plan travel due to COVID-19 restrictions. Christine explained that a good presentation has been made by Todd that extending a deadline does not result in more abstracts. The intake flattens and spikes again at the new deadline date. JACoW policy is to send one (1) message using the repository. It is required that a collaboration should seek permission to send a second announcement and this is considered and approved based on the circumstances for why they wish to send it. IPAC'22 sent a second announcement on January 8, 2022. They requested this exemption after receiving requests from European labs who were impacted by travel rules imposed due to COVID-19.

Christine explained that she had suggested to them to keep abstract submission open while the SPC were considering decision on the submissions. They currently have 1625 abstracts and will watch to see if there is an uptick between now and the new deadline date.

Johan asked if this was additional workload, were these new profiles, or duplicates that would require merging?

Christine explained there is a bug in SPMS that does not allow for a submitting author to add a co-author if the co-author does not have a profile. This bug needs to be ironed out. JBoD requests that a remedy be found to have Fermilab give allowance/time to Matt Arena to spend time on this problem. There was some discussion about a Memo of Understanding (MOU) and a formal understanding for our tools.

Action: Enquiry to Todd, how can this be remediated.
(Meghan/David)

Ivan reported that they had not planned initially to record the JTM'21. Many people requested that a recording of presentations be made available. There is about 8.5 GB of material. There were concerns about privacy. Ivan reported that he did not intend to edit the material and if a person were to request to be removed from the recording this would require a lot of work. It was decided that an email would be sent to the Team with a link to the materials. This would not be advertised and would expire after one month. Ivan will put this material in a secure location.

JTM'21 program was significantly modified so that speakers were not presenting at unrealistic hours. Praise was given to Ivan for doing an incredible job under these constraints.

Action: Ivan will send an email to JACoW Team members with the link and that this link will expire 1 month from receipt of email.
(Ivan)

5. JTM2022 – location, the Americas. Proposals (Monday, 31st January 2022 request deadline) (Chris) JTM'22

Action: Jana will contact Todd to explore ideas about USA locations, preferably Nashville (they will do IPAC'24) and flesh out any other options.
(Jana)

6. Indico SPMS merger project (JFIC)

Christine, and Ivan, what is the preferred form for us to keep abreast of ongoing developments?

David asked how the Board will keep continuity and updates with the Indico SPMS merger. Update

on tools and flow of information. Ivan and Christine will collaborate where they can. Ivan described the Working Group (WG) sub-committee of the Board and how the WG will carry on with this duty.

Meghan asked how often they will update the board about this project. Ivan reported that BoD meetings are typically held monthly and he could report to the Board when required, or requested. He suggested that he could provide a report pre-meeting and the Chairs could decide if he should attend in person. It was decided that he would re-cap the process approximately every two months, as needed (March and May 2022).

Chris has been working with Pedro and Thomas Brunner and has run into many obstacles. Recently there has been progress. It is expected that there will be at least another 3-year development period needed. At pre-team meeting at JTM'21 many issues were resolved. The Editorial module is working with some deficiencies but the Scientific Program Management still requires work.

David offered help if needed with the editorial side, more than happy to help.

Thomas, Ivan, Pedro and Chris will meet in Geneva at the beginning of 2022. A proposed date is February. Ivan pointed out that there are many topics that need to be discussed, but due to travel restrictions with Elettra he may not be able to attend. Chris feels if no substantial progress has been made on the development side, she is not sure she can continue, this will be a decision she will make then.

Action: Prior to a JBoD meeting, Ivan will be asked if there is anything WRT the WG for Indico to add to the agenda. *(Jana)*

Ivan has updated the WG list and will provide access or direction to the latest file. Ivan would like to continue with the technical projects that currently he has been working on, and he will be available to discuss any other ongoing topics as needed .

7. JPSP-NG Script post TM follow-up (Johan)

Johan had to leave before this topic could be discussed by him. Ivan gave a report.

JPSP-NG (New Generation) is working on new scripts to be able to work with the material exported from Indico.

Action: Johan, Thomas & Volker will meet to discuss this

Indico will need to write code for this data export. It is not defined who will handle this. A developer for ANSTO was considered but this was not successful; the candidate left the lab. IPAC'22 OC discussing contribution from the three (3) next IPACs who will benefit from the scripting. But budgets are set for IPAC'23, IPAC'24 and IPAC'25 is too early and the LOC has not been fully identified or a budget formed. The Director at Elettra has approved to use 'in kind' a developer resource and this cost will be shared by the three IPACs. Discussion about the Societies providing funding (APS/IEEE, APS-DPD and Asian Physical Society). This is a subject that will need to be discussed to determine what is the funding model that will work to support the upgrades needed. JACoW's model historically has been Goodwill. Future technology upgrades may require funds from other sources. Start-ups of conferences in the past saw funds from the societies. JBoD would like to approach GSI and Fermilab to enquire how they can sustain the resources of Volker and Matt. This could be looked at as contractual work. The Board is concerned about straying from the Goodwill model. No Action was recorded. The current model is not sustainable if Goodwill is no longer there. We may require a list of needs to off-set costs; this could be presented to the funding agencies for support.

8. Report from Ivan on what the IPAC'23 OC decided re: JPSP-NG

Ivan reported that Elettra will hire a developer, and will be used to assist with the data compiling from Indico.

AOB

- i. Email correspondence received
Christine reported that she is in the midst of replying to John Poole's email and the Board will be CCed. She expects to do this in the 2 weeks.
- ii. Candidates for Repository Manager and Website Content Manager
Christine reported that she will continue to manage the repository until the middle of 2022 and hopes that by that time a candidate has been found and a transition of this task has been successful.
Christine also reported that a candidate will need to be found to take over the Website content management. Maggie contacted her at JTM'21, to let the Board know that she felt she could no longer continue with the duty.

Meeting Notes taken by: Jana Thomson

Meeting adjourned at 13:40 (PST)

Next meeting: February 8, 2022 | 11:00 a.m. (PST)