

**NOTES OF THE 19th JACOW BOARD OF DIRECTORS MEETING
HELD DURING THE 2018 TEAM MEETING, CAPE TOWN
Sunday, 2 December, 2018 from 09:00-11:00**

Present: Ivan Andrian, David Button, Christine Petit-Jean-Genaz, Todd Satogata, Volker Schaa

1. Approval of the Notes of the 18th Meeting of the BoD

Under item 2, Todd will find a solution to remedy the broken links.

The Notes are agreed without modification.

2. Welcome, Introductions, Overview of Agenda/Objectives of both the *Pre-TM* and the *TM Proper*

Ivan Andrian welcomes the BoD and goes over the issues to be covered during the Pre-Team Meeting and the Team Meeting proper (see his TM presentations).

3. JACoW Sustainability through Continuity

Christine introduces this topic, reporting that IPAC is the largest and most complex event in the JACoW calendar, and the only event that potentially uses the full range of SPMS functionality. The IPAC presentations at each Team Meeting are key ones for the next event in the IPAC series, and for all of the smaller ones.

Continuity and sustainability within the IPAC series thus has a significant impact on JACoW and all other events in the calendar. In the same way as the IPAC organizers support JACoW via purchase of software, those responsible for the series (IPACCC) and several accelerator laboratories around the world, have generally recognized that continuity among the "experts" is essential to allow JACoW to continue to achieve its goals via supporting attendance of their staff at the annual Team Meetings.

Losing IPAC Scientific Secretaries and/or Editors immediately after an event, means JACoW is in danger of losing whole areas of its expertise to be passed on to the newcomers. JACoW looks to the IPAC Scientific Secretariats/Editors to take a leading role in the preparation of the TM programmes and to take the responsibility to pass on their experience. Failure to do so means their

training and experience falls to a very few people, who may in the future not necessarily be actively involved in any JACoW conference organization. Having performing tools such as *SPMS*, or *JACoW Indico*, and well oiled procedures, is no use if there is nobody to train newcomers in their use.

This year's Kickoff Session was undertaken to provide a forum to remind all, and especially newcomers, of the JACoW model and the necessity to encourage and maintain JACoW sustainability through continuity and to ensure that those present may bring this message to their conference organization teams and laboratories at their labs and institutes.

During the discussion it is recognized that the "JACoW model" is not always well understood.

In the first place, each conference series needs to understand that it is the responsibility of each individual conference to ensure that the FUTURE editor(s) in each series need to be invited to work in the editorial office DURING the preceding event to provide a really important part of hands on training for the future. In this respect, early identification of future editors helps enormously.

The other important aspect is the necessity to send editors to the annual Team Meetings. Conference series frequently do not send their editors to Team Meetings once their event is over, meaning these trained and now experienced editors are unable to pass on what they have learned to newcomers, neither in their own series, nor in the other JACoW series.

The important message is that even though there is a JACoW core group contributing to JACoW, very often spending significant amounts of personal time outside of "regular" work, each conference series is a part of the JACoW Collaboration and as such must pull its weight to contribute to training newcomers for the overall good and continuity.

Ivan agrees, underlining that IPAC (and JACoW) for many years benefitted from the continuity brought

by Christine's presence. Her non-replacement is fine, as long as the specifics above are addressed and the continuity and sustainability she brought are not lost.

Todd adds that there is a need for some redundancy within the JACoW organization to provide the support necessary for newcomers without over straining the "core" resources.

Since the notion of "Stakeholders" was introduced, the excellent direct communication channel to SPC Chairs achieved in the past during the lunches for SPC Chairs at APAC/EPAC/PAC, has suffered somewhat. It is suggested that some effort is needed now to reach out again directly to the SPC/LOC Chairs on issues relating to JACoW organization, sustainability and continuity. Some special outreach to OC Chairs is also necessary. How to do this will be discussed at the next BoD meeting, and with the IPAC'19 organizers.

Another suggestion is to encourage JACoW editors to offer their services to their colleagues to improve the quality of paper preparation. Having experts in major laboratories could improve the quality of the papers submitted and reduce the workload of the JACoW "core" team during conferences. The number of JACoW editors required at major events has been rising significantly in view of the extra tasks requested, in particular concerning the quality of references and citations. The cost of editing proceedings was thus becoming prohibitive for the budgets of the larger events with a huge number of papers to edit in such a short period of time. Every effort to improve the quality of papers at the level of the laboratories must be encouraged.

4. Volker Schaa's JACoW Activities, and GSI

Volker's contractual situation at GSI has recently been a cause for concern. His next contract will be extended to December 2020, however, even though the paperwork is in the mill the start date is unclear. He is currently working on a 33% contract instead of 50%. He may need in future to check how much work he is doing, clearly beyond the "official" time, and perhaps refuse jobs, or charge for them.

5. JACoW-Indico Project to Absorb SPMS Functionality, in particular the Editorial Module

Discussion on this issue centres around the progress with this project, and how JACoW Management

sees Indico's role in JACoW publications in the coming years.

The project to integrate SPMS functionality (in particular the editorial module) into Indico was financed for a period of three years, finishing end 2019. Since the project started with a strong request to the CERN Accelerator Sector Management (which is financing the effort) it is felt that the Indico Team should be asked for a formal status report on progress. It is necessary to understand whether the essentials will be completed during 2019, what will not have been completed by that time, and what might remain.

There are currently no *evident* modifications to Indico, including the most important part, the editorial module. It appears the project has been running late. It would be useful to have the formal response from the Indico people to report back to Stakeholders during IPAC'19.

Christine wishes to underline that the SPMS Central Repository is not part of the Indico Project. And in this respect she is concerned of late concerning synchronisation problems between the Central Repository and other SPMS Conference instances. The tool is aging, and the support at Fermilab experiences difficulties to fix bugs, etc. As the Indico project comes to completion, it is necessary to communicate with the Fermilab SPMS Support concerning their continued contributions and to see how the Central Repository will evolve once Indico will be the common tool for scientific programme management.

5. AOB

5.1. Request for Job Listings on the JACoW Website

Following discussion, it is decided that the JACoW Website is not the place for job listings. Todd will respond to the request.

5.2. JACoW in SCOPUS

Volker reports on his contact with the Publishing Director of Elsevier. While SCOPUS is part of Elsevier, it is independent of it and it appears Elsevier does not get all information from SCOPUS. Volker reports that there are a number of issues JACoW needs to address in order to be recognized by SCOPUS.

SCOPUS only includes reviewed journals. A reviewed Journal needs to be able to show papers are received, worked on, reviewed (JACoW's QA activity), and then published. JACoW can already identify submission dates, dates when papers were worked on, QA'd, etc. JACoW has publishers, an editorial board, etc. The above need simply to be properly related at the JACoW Website for JACoW to qualify for inclusion in SCOPUS. This would entail some effort, but it is doable. Volker is asked to estimate the amount of effort involved and to report back to the BoD at its next meeting.

5.3. Enquiry from Herman Schmickler to ask whether Mailing Lists could be added in SPMS for the CAS and USPAS Events

While there was an initial inclination to render this service to CAS and USPAS, further discussion at BoD'20 finally decided not to pursue this activity.

Todd will write to Mike Seidel who made the request on behalf of Herman Schmickler, CERN, the Head of CAS, and Susan Winchester, FNAL, the USPAS Coordinator.

Notes taken by Chris.