NOTES OF THE 23rd JACoW BOARD OF DIRECTORS MEETING
Monday, 20 January, 2020

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

1. Approval of JBoDM21 and 22

JBoD21
Item 2
The proposed "service agreement" (referring to the Charter/Boundary condition for editors to attend Team Meetings) needs follow up. Furthermore, Christine will also look into improving the wiki area where new events are entered to provide a more reliable calendar of events, and include the JACoW Charter boundary conditions concerning attendance of editors at Team Meetings.

It is reiterated that SPC Chair meetings might be encouraged at events other than IPAC to provide more continuity within series, and include TM participation in conference budgets – referring to the "service agreement" discussed at the 2019 Pre-TM.

Action Christine/Stefano/Ivan

Item 3
On the subject of a replacement for Christine as Repository Manager, both Ivan and Todd had proposed possible candidates. The JLAB candidate would suit well, but there are some issues as to whether the Lab would be willing to fund attendance at IPACs (for Author Reception) and the Team Meetings. Christine is pursuing this with Todd.[1]

JBoD 22

There is a typo in the footnote on the last page: Should be Charlie, not Sue (corrected in Notes published by Ivan).

Item 3
The JACoW Sustainability discussion was continued under Item 2 at the Pre-TM and reported in the Notes, attached in Annex 1. It was decided to continue this discussion at the first BoD in 2020, and in particular the following concluding paragraphs:

To underline the necessity of observing this boundary condition it may be necessary to prepare a "service agreement" to be conveyed to all JACoW series and currently known conferences, and later to each new event as it is decided. The statement would be to the effect that the conference undertakes to foresee appropriate funding for the editor to participate in the team meetings and get hands on processing experience during JACoW events. This will also provide the JACoW Management with the means to more easily remind/encourage the series to abide by it.

The implementation of the above scheme in the future might be via the OC/SPC or LOC Chairs as they notify JACoW of the newly decided events, and most certainly via the editors, as they are named. Ivan mentions that for IPAC, the "current" IT Manager is responsible for maintaining the IT pages on the wiki with the most up to date specifications and information. Some similar delegation to conference editors might be imagined whereby the "current" editor in each series is designated to follow the next and past editors and report back to JACoW Management.

A first proposal for a "service agreement" is attached in Annex 2. This should be prepared for each new conference, and, while staff changes may occur, the initial agreement should nevertheless require an undertaking by the organizers to respect the JACoW boundary conditions.

Ivan reminds the BoD of his proposal to require that the *editors* of conferences themselves maintain the information re. Editors of past and future events on the wiki. Christine feels this may not be sufficiently reliable since editors are often known much later than the actual decision on venues.

Ivan further underlines the necessity that a reminder of the boundary conditions be made when conferences request the creation of an SPMS/Indico instance.

Regis is concerned that the resources of smaller events may now allow them to send their editors tot

---

[1] Todd confirmed to Christine on 24 February that it looks highly unlikely that his candidate to take over the Repository will be able to do so, due to lab politics.

he TMs. He would like to see a way to balance out the attendance between smaller and larger events.

Christine underlines that when editors are not sufficiently prepared, the burden falls on the very few "regular" JACoW experts. Even if an editor attends only ONE TM, prior to the event, it is far better than NONE as has been the case in certain conference series (ICFA ABDW for example) where the whole load fell on Volker. This is quite simply not the way to run the Collaboration efficiently.

Following lengthy discussion and agreement on the above, Christine will make a proposal for a "service agreement" and how/when to implement it (Annex 2).

Notes of the two meetings are approved by Ivan, Christine and David (who were present at the meetings). With the small corrections noted (now published).

2. How the BoD Works and Proposals for Future Discussion

For the new BoD members, and with succession planning in mind (both Ivan and Christine are in their final year on the BoD), Ivan describes how the BoD functions, with physical meetings a couple of times a year (TM and IPAC), otherwise via skype or other teleconference methods. Ivan and Chris generally put together an Agenda and Chris takes the Notes, which are circulated to the BoD and approved at the next meeting, when they are published on JACoW.org.

In response to a question from Ivan as to whether the BoD feels it should decide fixed dates for BoDs, shorter and more often, there is general agreement that this will always depend on the activities and need for discussion, so it will vary, as may participation depending on the topics.

It is decided to organize meetings during 2020 as required.

3. EBIST Request to Join JACoW

Since EBIST corresponds to the scope of JACoW conferences, it is decided to accept the request to join JACoW, underlining the need to respect the boundary conditions as laid out in the Charter.

Christine will inform Oliver Kester who made the request on behalf of this series. The series needs to be added to the list of JACoW conferences on jacow.org (done).

4. SCOPUS Requests and Volker's Role

Reference is made to item 5 of the Agenda of BoD22 in Santos, reported in the Notes.

The BoD will await Volker's report following his return from vacation in March, when his Ethics Statement will be reviewed.

5. Working Groups

It is understood that one member at least of the BoD should be in each WG to coordinate. The WGs and BoD members are as follows.

1. Templates: *Jan (Leader), Ivan (BoD)*

2. Website Content: *Maggie (Leader), Chris (BoD)*

3. IT (Integration): This WG includes Indico Merge/Plugins for Volker's scripts, Mobile App.: *David (BoD), Josh (Leader), Rosemary, Johan, Ivan*

4. Indico (testing): *Ivan (Leader and BoD), Ivan will provide some more names*

5. JPSP: *Volker (Leader), Johan (BoD)*

6. TM20 Organization: *Thakonwat (LOC), Gustavo, Christine/David/Johan (BoD)*

It is proposed to create a wiki page for each WG. Raphael's "Current Activities" protected document needs to be reviewed/revised.

It is noted that Christine will update the list of Team Members on the wiki to take account of the election of new BoD members, and change in the past, current and future editors in each series.

Johan proposes that obsolete WG materials should be archived when terminated. This could be one of the first tasks for Maggie to be tackled perhaps during IPAC'20.

Christine will contact Maggie to explain the above and invite her to create the new WG pages, which will carry the names of the persons listed above, plus

a further page for obsolete WGs. The WG Leaders will maintain their pages, beginning with an explanation of the aims of the WG, and a description of the work carried out.

Johan proposes to take a closer look at what was done for the Mobile App WG. He will return with a recommendation and this may serve as a template.

6. Next Meeting

It is agreed that the next BoD meeting will take place on February 27 at 12:00 CET.

Annex 1: Notes of the Pre-TM
Annex 2: First proposal for a "Service Agreement"