

NOTES OF THE 31st JACoW BOARD OF DIRECTORS MEETING

Thursday, 24 September 2020

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

Prior to beginning BoD31 business, Regis reports on current thinking concerning IPAC'21.

It is clear that the attempts at remote editing for IPAC'20 and IBIC'20 were not successful. Regis mentions that if a vaccine is available fairly soon, and if an editorial team could be assembled, then there is a possibility IPAC'21 would consider bringing a small editorial team together somewhere.

1. Approval of the Notes of JBoDM30

On actions pending:

From BoD29, 1.b) Status of Migration of SPMS Instances from FNAL to KEK

Johan was tasked to contact Volker as to whether the SPMS instances archived at FNAL were still accessible. He reports that the old SPMS instances no longer exist. Only exported archived versions of old (published) conferences are now available. There are around 223 sets of proceedings, meaning hundreds of sets of conference proceedings to be upgraded (essentially to include ISSNs, etc.). It may be necessary to prioritize this monumental task, as to which are the most important sets of proceedings to re-construct.

Chris asks whether Volker's WG on scripting might get involved in this task. Johan feels it would be difficult to expect Volker to undertake it alone. More thought and work is required. Johan will report back at the next BoD.

Action: Johan to prepare some proposals for discussion at BoD32.

From BoD30:

Item 1c) Annual Report to Stakeholders

See under item 4 of the Agenda.

Item 2. TM'20 Survey Outcome

Chris completed her actions. She wrote to the Bangkok hosts and to the Team re. postponing TM'20 to end'21, as well as the elections. A call for bids to host '21 in Europe will be decided early in the new year.

Item 3, Status of Indico Merge Project (Central Repository Maintenance)

Ronny informed Christine that he is not actively looking for database development support, mainly due to the fact that CERN is in a re-structuring phase, with effect on 1 January 2021. There will be significant changes,

structural and of course in the people holding the managerial roles from directors to supervisors.

Item 4, Start of Indico Testing

Ivan set up the Indico Fake Event, and Christine contacted a number of people to lead testing of the different activities.

Item 5, Succession Planning / Elections

Christine informed Ronny Billen of the BoD decision to postpone TM'20 and the elections to end 2021.

The Notes of BoD30 are approved without modification.

2. Status of Migration of SPMS Instances from FNAL to KEK

Discussion continues from the initial discussion under actions pending.

It is clear that the task of prioritizing sets of proceedings to be retrieved and re-run to include ISSNs, etc., will be a major project for the BoD. Understanding what the scripts do is at the same time closely related to producing similar scripts for Indico.

Johan might lead the effort together with Volker together with some volunteers. Volker has documented his scripting tutorials for SPMS so we would not be starting from scratch.

The first task is therefore to understand what is in the scripts as they stand, and to prioritize the most important functionality for implementation/introduction into Indico.

Action on Johan: Contact Volker to discuss the above issues and report back at the next meeting.

3. Report on Editing for IBIC'20

David reports that remotely editing papers for IBIC'20 was as much of a fiasco as it was for IPAC'20. This was not the fault of our Brazilian colleagues. The work of processing virtually in different time zones simply proves too complicated, often interfering with the normal working hours and responsibilities of the editors.

Renan had the job of leading the effort, but he did not have the experience to know how to do the job. Some things could have been improved locally, but remote editing is a hurdle in itself.

Good communication is essential. Responsibilities are often not clear to newcomers and not having everybody in the same room makes this much more difficult. The role of SS/Editor-in-Chief is ESSENTIAL to smooth and efficient editing.

Advice for IPAC'21 is that they should consider setting up a remote Proceedings Office in another location where the Editors work together. Regis agrees that the editors need to be away from their normal work environment, in the same time zone.

Some thought might be given to including our Thai colleagues in the IPAC'21 editorial effort. They have asked whether training might be organized for them (since they will have missed TM'20). If it were "safe" to organize a "regular" Proceedings Office in Bangkok, this might contribute to smoothly editing IPAC'21 and simultaneously providing training to.

This item will be discussed again at BoD32.

4. Chair's Report to Stakeholders (Ivan)

Ivan notes that the Chairman's Report to Stakeholders has been completed and has been reviewed by Christine and David. As soon as it is final it will be published on JACoW.org and the mail to all Stakeholders will be sent¹

Action for BoD: Review the lists of Stakeholders and propose any necessary updates.

5. Indico Merge Project (Ivan/Chris)

a) Action on Ivan to see with Ronny for CERN assistance with Central Repository

Christine refers to Item 1 of this Agenda, Actions pending, Item 3 reported above.

She is particularly concerned not to have any database support for the Central Repository, which is the backbone of SPMS, and which will also be for Indico for some time to come. She uses the Central Repository for the organization of JACoW business since it contains all of the mailing lists used by the Collaboration. Without a reliable Central Repository it is not possible to run conferences or produce author lists/proceedings, etc.

Ivan feels it is necessary to move forward with the testing of the new functionality available in JACoW-Indico prior to looking for further support to adapt the Central Repository. He notes that a staff vacancy has been announced at CERN to replace Natalia who left in

January. He is confident there will be effort available in the future.

Chris would like to be as confident. She is not convinced the Accelerator Department at CERN will be willing to finance more Indico development. Johan correctly underlines that JACoW is based on good will and in such situations we are dependent on such things ...

b) Testing of Fake Indico Event (ref. this morning's mails to proposed leaders of testing by type of activity)

Christine has now written to the persons proposed to lead the testing of the different activities. As the responses are received she will work with them to set up some sets of volunteers to begin testing.

6. TM'21 - General discussion touching on preparations, call for bids, specific assistance to forthcoming organizers without JACoW experience

Choice:

- a) Asia**
- b) Europe**

Ivan supports a call for bids in the new year for TM'21 to take place in Europe. He notes that Italy is a good possibility in view of the fact that IPAC'23 will take place in Venice. The BoD agrees that Europe would be the best option. We may keep in mind also the possibility of setting up a remote Proceedings Office for IPAC'21 in Bangkok.

Accordingly, the BoD decides to review the Covid-19 situation early next year. If it is feasible to hold a TM towards the end of the year in Europe, then we will organize a call for bids.

7. AOB

Next meeting: 22 October at 13:00 CEST.

¹ The Chair's Report was published and the mail sent immediately following BoD31.

