NOTES OF THE 39th JACoW BOARD OF DIRECTORS MEETING
25 August, 2021

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

1. Approval of the Agenda of JBoDM40, and Notes of JBoDM39

The Notes of BoD#39 are approved with a minor modification concerning editor-in-chief of IPAC'21. The Agenda of BoD#40 is approved.

2. Request from Linac'20 to Insert a Hyperlink to Linac'20 Videos in JACoW Proceedings Page

The Linac'20 organizers requested that JACoW provide a link to the conference website where videos are published, without proceedings, in order that 2020 does not remain empty in the conference series.

Since IPAC policy neither allows the publication of videos only, nor links to external sites, the issue was shared with the Board, and Ronnie Billen.

In view of the exceptional circumstances due to Covid-19, and to respect JACoW regular policy, it is suggested that a solution might be to prepare a Linac'20 entry pageholder, similar to those prepared for regular conference proceedings, containing the poster, the programme, perhaps an overview of the event, the committees, a Chairman's Foreword, etc., with an *unlinked* hyperlink to the conference website. Ivan will propose this possibility to the Linac'20 organizers.

3. JFIC – JACoW Fake Indico Conference (Indico testing) Progress

Ivan reports that testing is meeting with challenges.

Ivan and Christine's different views about the software is natural since Ivan is a Developer and Christine a User. Ivan agrees with Christine that there is insufficient documentation and guidelines to guide us through the new tool, though a fair amount of the functionality is there.

While in the early days of SPMS there was also a certain amount of trial and error, Christine recalls that the original SPMS was the basic PAC abstract submission software (used up to PAC'03), with the addition of EPAC's Oracle based Central Repository and organizational functionality used by EPAC in 2002. Basic common requirements were worked out by the then JACoW management between 2002 and 2004, Matt developed, and Christine tested. Christine used the 2004 beta version with the Central Repository prior to opening SPMS full functionality to other JACoW events.

Christine wrote the first SPMS Manual in 2005 while working with the PAC'05 organizers in Oak Ridge.

Christine and Matt continued to work closely to ensure SPMS responded to the APAC/EPAC/PAC tried procedures. This developer/user collaboration has been missing over the Indico development phase. Christine proposes that for the coming development period, the project must include constant monitoring of the specification, the development, testing, and the preparation of documentation to avoid the current difficulties.

Much Indico functionality is counter intuitive and developed without input from users in the Accelerator field, but with some experimenting some workarounds could be found.

Testing has reached the open abstract submission phase in which the whole JACoW Team was invited to participate.

Indico contains no abstract initial QA functionality. While a workaround was found by creating some custom fields, there is no automatization. For the larger events with over 2000 abstracts to QA in a short period of time, this will no doubt cause some frustration and difficulties.

Christine also came to a standstill with the creation of of Track Groups and Tracks for abstract submission, following the earlier workaround in connection with proposals for invited orals. It was decided to work on the basis of Tracks (Indico's reviewing procedures are based on Tracks). Ivan found a bug in the later modification to the system. A feature request has been prepared.

Many improvements will be necessary in the long run. Our requests are not always properly addressed because the developers have little experience with conference and programme management, and do not always grasp the issues.

Christine is disappointed at the lack of reports and statistics which are essential for organizers. For example, the breakdown of abstracts by continent, country, affiliation, main and sub-classifications – all essential for the SPC when deciding orals, and for the Scientific Secretary to assign posters to the poster sessions.

The possibility to "tag" the status of various activities (SPMS Abstract and Profile attributes) will need to be addressed.

Ivan has proposed to improve data export from Indico to be able to run scripts outside of Indico. The data available for export currently only provides the submitter's name. The Indico team would need to add more fields to exports to enable us to work on plugins. It is now a good

time to put in some effort on identifying the most common reports and how they may be developed as plugins.

4. Future Development Tools for Indico

4.1 Setting up an Indico Working Group, Specification of Future Development and Simultaneous Testing, Future of the Central Repository, Cost to JACoW for CERN Hosting JACoW-Indico, etc.

Christine introduces this item recalling how JACoW development was pursued naturally in earlier days due to regular JACoW-APAC/EPAC/PAC and later IPAC coordination and cooperation.

Until some regular and automatic coordination may be re-introduced, Ivan's role in IPAC'23 allows JACoW to channel concerns to the IPACCC Management where, following his 2020 Chair's Report to Stakeholders, there is agreement to seek the support of the major laboratories involved in the organization of IPACs as needs are identified. In the interest of the whole accelerator community, major labs need to be more involved in searching for and providing resources. Ivan is following this closely. He expects to have some news soon.

4.2 JPSP-NG WG, sponsorship of an additional developer for 2 to 3 years to work on this financed by a laboratory or by IPACs, '23, '24 and '25

Johan does not have a wide circle of contacts beyond his lab, but he has been pursuing a review of Volker's scripts with a colleague. It is extremely difficult to break this down into more modern and maintainenance-friendly tools, there are so many moving pieces.

It is likely a "plugin developer" for Indico will be required. This is not something a person with generic IT competence could undertake easily. Volker's assistance might be possible, but he isn't readily available. Johan asks whether Stefano might contribute to this development. It is clear we need to discuss strategy in collaboration with Indico.

Ivan has several thoughts about how to proceed. He agrees it won't be easy. It would clearly be an advantage if we could secure support from a major lab to get a developer to devote time and effort to this task, building the new functionality from scratch.

However, as a preliminary measure, our Plan B will be to resurrect the now very outdated JPSP developed for Indico. Volker's contribution might be to update the scripts he developed against the current Indico versions. Not trivial, but not a big deal compared to re-writing the code from scratch.

In parallel we need developers with modern languages and api's. It's a dual effort but we will be on the safe side.

4.3 Future of CatScan and Reference Search Tool

Ivan asks David whether there is any possibility to seek further contributions from Rosemary/Josh, who have now both left ANSTO.

David has spoken with Josh's boss who says they are currently in the process of hiring a replacement. Josh's boss is happy to continue to maintain what is already available.

As for Rosemary, her boss is busy with other projects. Since he was involved with ICALEPCS, David hopes to be able to convince him to remain involved in JACoW developments.

5. IPAC'21 Closeout

Regis reports that there are a few remaining payments prior to closing out the accounts. The editors have finished work, and Volker is finalizing the final publication package. Regis expects the proceedings to be published very shortly.

6. JACoW 2021 Chairman's Report to Stakeholders

The report is finished and published on jacow.org. Christine mailed Stakeholders on 30 August to inform them.

7. JACoW 2021 Team Meeting

In preparation for TM'21 Ivan will shortly publish as much info as possible at the website, including the budget, hotel information, registration fees, deadlines. The programme will be developed to fit the needs of the participants who register.

Due to Covid-19 more space is needed for the meeting rooms. Ivan is currently confident that the number of participants will be sufficient to cover fixed costs.

The programme will have to be tailored to meet the needs of those present, with particular attention to future in-person events organized by teams with little JACoW knowledge or experience. There may be break out groups, one-on-one Team Members with JACoW experts, ad lib. There will probably be fewer formal presentations. We must make every effort to ensure newcomers know where to find the essential documentation already published on JACoW.org.

A tentative deadline for coming activities is proposed as follows:

7 September: Deadline for website online

30 September: Deadline for *tentative* registration (to be used to estimate final numbers). Registrants to be asked to include the conference series they represent

15 October: Deadline for publishing the agenda/programme

End October: Confirmation of attendance/Fee payment

End October: Hotel accommodation reservation deadline

10. Next BoD Meeting

The next BoD meeting will take place on:

Wednesday, 29 September, 2021 at the usual time.

Notes prepared by Christine.