NOTES OF THE JACOW 2019 PRE-TEAM MEETING
JACoW Board of Directors, Developers and Super Users, Indico Rep.
Hotel Mercure, Santos, Brazil
Sunday, 1 December, from 11:00 to 18:00 and
Monday, 2 December, 2019 from 09:00 to 16:00

Present: Ivan Andrian, Ronny Billen, Jan Chrin, Stefano Deiuri, Charlie Horak, Natalia Juszka, Takashi Kosuge, Christine Petit-Jean-Genaz, Volker Schaa
Via Skype: David Button, Todd Satogata

1. Welcome, Introductions, Overview of Agenda/Objectives of both the *Pre-TM and the TM Proper (15')*

Ivan opens the meeting with a brief overview of several issues raised during the pre-TM closed BoD meeting, tob e dealt with during the present meeting.

2. JACoW Sustainability through Continuity

There was a lengthy discussion on this issue during the Pre-TM BoD. Essentially the JACoW model relies on the attendance at TMs of the past, current and future Editors in each conference series to ensure continuity of accumulated knowledge and experience of scientific programme management and electronic publication within each conference series and throughout the Collaboration. As may be seen from the TM participation last year and this year via the Kickoff Session pages, a number of series are not represented at all, meaning the full responsibility for training new members falls on a very small number of people each year. The lack of training and preparation leads to an extra load for the JACoW "experts" called in to join the teams, and help produce the proceedings.

Ronny Billen underlines that there are 3 ways of keeping somebody to an agreement

1. convince them it is good to be involved and respect (carrot)
2. exclude/sanction – (stick)
3. service level agreement – make the agreement an official element of membership.

The requirement to send editors to Team Meetings is included first of all at the level of the request to join the Collaboration (https://www.jacow.org/About/HowToJoin). It is stated in particular:

Under the *charter*, *collaborating conference series undertake to adhere to the technical requirements for publication and **to send their team members--for past, current, and future events--to the annual team meetings**. These meetings are scheduled near the end of each year, rotating through Asia, Europe, and North America.*

Team meetings provide the opportunity for editors to pursue in greater depth all issues related to electronic publication, including hands-on training, development of tools such as the Scientific Programme Management System (SPMS), and use of the scripts (JPSP) that pull all of the individual files of contributions together into the final publication package. Team members new to electronic publication can also take advantage of hands-on training in basic processing techniques during major JACoW conferences.

*Because JACoW is based on good will, attendance at team meetings and participation in JACoW activities for, at a minimum, a three-year cycle is essential to maintain high standards and continuity and for the success of the entire venture. Electronic publication is not trivial, and to publish according to JACoW's high standards implies not only that editors receive adequate training but also that once their expertise is acquired they remain active in JACoW for a certain period to train new editors. **JACoW therefore reserves the right to exclude from publication any conferences not respecting the conditions above.***

Further mention is found under the Policies and Requirements for Publishing on JACoW (https://www.jacow.org/About/PoliciesRequirements ForPublishingOnJACoW) where it is stated:

Attendance at team meetings: conference editors (and preferably also IT infrastructure managers) must attend team meetings throughout at least a three-year cycle.

Ivan, who will be Editor-in-Chief for FEL'21 and IPAC'23, received the tentative budget for these events. He noted immediately that there was a line for JACoW business relating to the conferences, but there was no provision for his participation in team meetings. Ivan was able to warn the LOCs to be prepared for this expense. The problem is that many newcomers to JACoW are unaware of this requirement and do not pass on the information to the OC/SPC/LOC.

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.

This issue will be further discussed at the first BoD meeting in 2020.

4. Regional Support Centres: Activity Reports from the Managers

Americas: Matt Arena
Not present.

Asia: Takashi Kosuge
Takashi Kosuge's transparencies are attached in Annex 1. Takashi reports that he plans security updates outside of the important dates of conferences with SPMS instances at KEK. There were no particular issues during 2019.

Europe: Ronny Billen
Ronny Billen's transparencies are attached in Annex 2.

Since the last Team Meeting, 12 new sets of proceedings have been published, bringing the total to 220 conferences and more than 67,000 papers.

As usual, several modification requests following publication were received. While JACoW policy is to refuse modifications post-publication, the less onerous ones were carried out by Volker.

On SPMS support, Ronny reports that since TM'18 two SPMS instances were used in connection with events in Europe during 2019 (IBIC and COOL), none were created at KEK, five were created at FNAL, four for events in 2020 (HB, MEDSI, ECRIS, IBIC) and one in 2021 (SRF).

The SPMS instances status board (https://oraweb.cern.ch/pls/jacow/conf_list.html) shows the status of synchronisation, and in particular where synchronisation should be stopped, and the data repatriated, following publication of the proceedings[1].

Ronny discusses the incidents encountered during 2019, including several problems relating to the synchronisation of data between the Central Repository and SPMS instances.

Some questions need to be explained relating to upgrade of Oracle.

There followed a lengthy discussion on how JPSP scripts will work over Indico.

Included in the presentations/discussion should be a review of ordinary and extraordinary operations on databases (creation of new SPMS instances, Oracle updates, notifications of temporary unavailability,

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[1] Christine (as usual) notes that "old" instances of SPMS are extremely useful for the teams organizing the next event(s) in a series and it is wise to await the publication of the *next* event in the series before repatriating. While access to data in a repatriated instance is possible, some functionality is missing, including the possibility to give access to persons with new JACoW accounts since their new profiles/accounts are not synchronized or recognized.

statistics, ...) and any other issues. Information here is for statistical purposes and to improve efficiency of operation.

Ronny concluded his report with an overview of the procedure for elections. The posts to be filled on the BoD are for the Deputy Chair, and two Directors.

There are 14 nominees: 6 from EMEA, 6 from the Americas and 2 Asia-Pacific. Thirteen were proposed by eight Team Members, and 1 extra nominee was proposed by a nominee who declined. Seven nominees declined, 4 accepted, 3 conditionally accepted.

As became apparent during the voting procedure, one of the nominees was not a Team Member, with no involvement in the technical aspects of IT, scientific programme management or proceedings publication. The question of eligibility for election should possibly be revisited.

5. Acrobat and Pitstop Pro Status

Volker reports that Acrobat has reduced the duration of trial licenses to one week which is insufficient for a conference. This was first noticed at IPAC'19 where licenses had to be purchased by ANSTO.

Volker passed the information to SRF'19. They attempted to purchase a one month license since they are generated with an end date, and sell by quarter, half year, year, the version that is on the market. The licenses purchased for SRF'19 could be used for several other conferences.

For IBIC'19, Johan managed to export it, but exactly how is not known. ICALEPCS managed in the same way. Licenses had to be purchased for CYCLOTRONS.

Ivan refers to the discussion that took place during the BoD with the decision to purchase 10 licenses for the Board and perhaps a couple of Editors-in-Chief. The default however is that conferences know it is their responsibility to provide the Pitstop licenses and it is up to them how they do it.

6. Issues relating to a) Latest Developments concerning ORCID/DOIs and b) Involvement of more JACoW Editors in Proceedings Production Techniques

Volker recalls that during the discussion on Proceedings Production in Melbourne, it was suggested that more Editors should be encouraged/able to shoulder the responsibility to run Volker's scripts, spreading the knowhow, and that Volker should gradually have a more advisory/support role rather than doing the job for almost all conferences single handed.

This would not detract from Volker's hugely important role of providing guidance and support *during* conferences, but should relieve him of the very heavy job of full proceedings production post-conference and personally running all of the other scripts (comparing titles/authors in SPMS with the papers …) during the conferences.

For this, the JPSP manual needs to be completely up to date.

To achieve the above, it was suggested previously that Volker might be called upon to lead a Working Group on Proceedings Production (JPSP), where he would take the lead in developing and documenting the scripts, ensuring that there is an official release mechanism, regular updates, etc., and other members of the WG would take a gradually more active role supporting Editors to run them. Team Members specifically "learning" how to run all of the scripts might join Volker in the editorial teams to learn from Volker, and absorb the procedures to be able to pass on the knowledge to future teams.

JPSP will continue to be the key to prompt proceedings publication until the introduction of JACoW-Indico and the necessary adapted JPSP functionality via plugins. The need to train more JACoW editors in JPSP remains an important issue. The BoD needs to promote the formation of a Working Group to ensure a) the JPSP manual is up to date, and b) identify Editors of the larger JACoW events to work together with Volker on the final publications packages of their own events, and to also take on a role of passing on their knowledge and experience to other editorial teams.

7. Review of the Refereeing Procedure Introduced at IPAC'2017

Todd Satogata reports on the situation concerning the "light peer review" procedure for the organization of the conference and the work of the

Proceedings Office. His transparencies are reproduced in Annex 3.

The IPAC light peer review procedure was introduced in 2017 in order to give a "peer reviewed" status to papers that would not necessarily qualify for peer review in a refereed Journal, and to raise the number of citations to, and overall impact factor of, PRAB.

The original SPMS Refereeing Module was "revived" by Matt to allow this light peer review of around 200 papers (refereed on a first come first served basis) during the 2 weeks before the conference and the beginning of paper editing.

A sufficient number of volunteer referees has usually been found via the Committees and the possibility to sign up when submitting a paper to the conference. With around 300 referees for the IPAC'19 exercise, around half reviewed 1 paper, just under half reviewed 2 papers, 2 reviewed 3 and 4 papers respectively and one reviewed 39. Some streamlining of the procedure is still necessary to avoid overload or collisions with editorial/JACoW paper editing.

Most of the "first come first served" papers submitted by authors themselves are accepted by the referees for publication in the IOP Conference Series, sometimes following suggestions for improvement from the referees. Papers are published in JACoW format in the conference proceedings, and re-formatted post-conference in line with the IOP template.

After three years, there is some signal that the procedure is producing a small increase in the PRAB Impact Factor. JACoW editors are invited to spread the word to authors to ensure their papers submitted for peer review reference the last two years of PRAB articles to improve even further.

8. Working Group on Website Management

Charlie Horak has continued to tweak the wiki to remove obsolete information and better streamline the search for documentation.

Charlie notes that she is retiring from ORNL at the end of this year.

Ivan on behalf of the Board thanks Charlie for all of her efforts over recent years and wishes her much satisfaction in the future.

9. Discussion on Transfer of SPMS Activities to Indico, apart from the conference scientific programme management, but including the Central Repository

Unfortunately without communication from Matt, the discussion centres around the implications of the introduction of Indico for JACoW conferences.

Christine underlines that the Central Repository not only contains the profiles and affiliation data of some 39000 individuals, it also contains the country lists needed for affiliation data. It is the default SPMS instance for conferences, with the parameters set for the initialisation of each new instance. Christine also uses the Central Repository e-mail utility for the organization of Team Meetings, Stakeholders Meetings, etc.

While the Central Repository in SPMS will remain for the implementation of JACoW-Indico, it is necessary to begin planning for how this functionality will be included in the new JACoW-Indico.

10. Indico-SPMS Merge Project

Ivan and Natalia report on the status of the Indico-SPMS Merge Project.

a) Ivan points to the transparencies prepared for the TM proper presentation:

https://www.jacow.org/JTM2019/TM19IndicoReport

"Essentially, we are not there yet, but we will be soon."

The project has been under way for three years now. It is hoped that a beta version may be ready early in 2020 and extensive testing will then get under way with a view to using it for one or two events scheduled in 2021.

The most important part of the tool that is still missing is the editorial module.

The scripts developed by Volker will need to be reviewed and probably integrated into Indico as plugins.

The Central Repository will remain in SPMS for a while yet. The future of the Central Repository will need to be decided.

Actions:

JACoW International Fake Indico Conference "JIFIC20" will be created for learning/testing.

A new WG - Integration Working Group – will be set up, composed essentially of IT people who will follow the features that are still not in Indico and may never be in the code. As for SPMS, the JACoW people may have to develop most of the plugins.

The first IPAC using Indico may be 2023 in Venice. Ivan will be Scientific Secretary so will be well placed to follow every detail of the new future comprehensive tool.

b) Ivan continues with more feedback on the Indico Editorial Module Development, going over the basic editorial module steps in preparation for the demonstration by Natalia of how it is done/will be done in Indico

https://www.jacow.org/Team/IndicoEditorialModule Feedback

c) Natalia describes the current status of the editorial module. It is a big challenge since Indico is a general purpose app. The CERN Indico team decided to integrate the general features and to go to a micro service for the JACoW specific issues, not visible to users.

d) Natalia demonstrates the setting up of a scientific programme and how to assig contributions on a demo instance.

Development will continue on the preparation of the editorial module into the beginning of 2020.

Notes prepared by Christine

Annex 1: Takashi's transparencies
Annex 2: Ronny's transparencies
Annex 3: Todd's transparencies