

Summary Notes of the 1st Meeting of the JACoW Board of Directors

1st August 2012

Participants: Ivan Andrian, Matt Arena, Cathy Eyberger (audio only), Christine Petit-Jean-Genaz, Yongbin Leng, John Poole, Todd Satogata, Volker Schaa

Introduction

Ivan Andrian was the moderator of the meeting which was held using the EVO teleconferencing tool. He introduced the agenda and explained how the meeting would proceed.

JACoW Charter

Members had received the version of the Charter together with a diagram showing how the JACoW Officers and Board of Directors overlap. Both of these documents were discussed at the first Stakeholders Meeting at IPAC12. Ivan explained that a number of changes/clarifications had been introduced since the steering committee approval of the charter. One significant change since the vote was the removal of the restriction to 'other named officers' of only serving two consecutive three year terms.

It was agreed that references to the 'chairman' in the charter will be replaced by references to the 'chair', for political correctness.

The Board was asked to approve the charter and after some discussion it was approved by a majority.

Board of Directors Role and Activities

John Poole presented a brief outline of the roles and tasks of the Board. He explained that the Board is the decision making and management body for the collaboration. The basic framework is that the BoD manages the team and it is the team which does the work. The Team and Board report to the stakeholders. John went on to describe the roles of the various Board members.

The activities of the Board concern the establishment and management of the work programme for the collaboration and monitoring of its progress. The Board will also approve changes to JACoW activities and organisation and manage sanctions for non-compliance with JACoW rules by member conferences.

Christine asked to clarify about the role of Coordinator, since it is felt that this is a key role but, according to the Charter, it is not in the BoD by default. She proposed that the Coordinator should be in central part with the Chair, Deputy and Regional Representatives. Further on, the unlimited number of Directors could be a limit in having an effective BoD. This was discussed for a while - Ivan explained that the Coordinator is not in the BoD (if not asked by the Chair/Bod) because of the central role in coordination with conferences and not, in general, in the management of JACoW. When the coordinator is also taking other roles, it is clear that he/she should stay in the BoD.

No further decision was made: it was said to try working with this structure and verify it in one year.

Another discussion took place about the turnover of BoD members. Should they end all together or dilute the turnover in several years so that new members can be helped by old ones? The latter should be preferred, and it was decided to put this as a discussion at the next TM. Cathy proposed that three directors should rotate every year, coming to a complete turnover in three years (with the current BoD structure).

JACoW Activities and Tasks

Todd Satogata discussed the diagram showing JACoW Organisation Roles and their relationship to JACoW Activities which was prepared after the last Team Meeting in Shanghai. He noted that it will be difficult to monitor progress for activities for which there are currently no deliverables.

Todd agreed to prepare a revised schema of roles and activities before the next meeting so that it can be discussed at the meeting. Todd will send out emails to the directors responsible for any activity asking for a set of possible deliverables, then create a complete project with activities, tasks, people, deliverables and tentative schedules.

One particular important topic is the (New) JACoW website, including the charter, the BoD roles and activities. For this, investigation on how to modify and evolve the current website to the new one must be performed. Some limitations occur since, being hosted at CERN, a strict policy on the website access for update is now in place. It was proposed to separate the JACoW (generic) website from the publications site of JACoW (conferences' proceedings). All publications could stay at CERN, the documentation and generic JACoW information could stay in Trieste at Sincrotrone Trieste SCpA. Ivan offered to investigate on the technical aspects of this change, together with John and Ronny, in particular to guarantee the search engine good functionality and possibility to easily move the website anywhere else in the future if needed.

Submission of PDF files at conferences

Volker Schaa reported on the trial of allowing authors to submit PDF files at IPAC12. In general it was felt that authors were happier with this but that there was no significant impact on processing at the conference although there were several changes required in SPMS. Volker pointed out that this new method will have some impact on the preparation of the final proceedings because fewer repairs for missing fonts will be required. On the topic, Volker and Raphael Mueller improved the upload/download scripts to include a new version of autodistill based on ghostscript instead of Acrobat Distiller. This is to be tried for the current year's ICAP conference, then reported to the BoD. It was agreed that this should become a JACoW recommended procedure for conferences (at least, accepting PDFs, better if accepting PDFs and/or PSs with this new autodistill).

JACoW 2012 Team Meeting

Christine Petit-Jean-Genaz reported that the Team Meeting is scheduled to be held during the week following Sunday 4th November and will be hosted by

IFIC in Valencia. After some discussion it was agreed that the outline programme would be:

- Arrive Sunday evening
- SPMS & Developers all day Monday
- Tuesday to Thursday TM
- Friday an outing.

These ideas will be passed to Jan Chrin, who is coordinating the programme, as soon as he returns from his vacation.

It was noted that the American Team members wishing to attend need to know details of dates and venues as soon as possible in order for them to complete administrative procedures for foreign travel. Christine is to send invitation rapidly, with accommodation details and exact dates.

A discussion took place on the use of the SPMS for the meetings. It was seen that using one only instance erasing previous data is not a good option for the meeting organisers. It was proposed, and agreed, that one instance per Regional Centre should be used (at least), rotating every year with the team meeting: this way the organisers will have the possibility of accessing at least the previous two meetings' programme.

Next BoD Meeting

It was agreed that the next meeting would be held in about two months with the date to be decided following a poll of availability.