

# SUMMARY NOTES OF THE JACOW 2007 KNOXVILLE TEAM MEETING

InDiCo Site: <http://indico.cern.ch/conferenceDisplay.py?confId=20031>

C. Petit-Jean-Genaz, CERN, Geneva, Switzerland

## INTRODUCTION

The JACoW Chair, Volker Schaa, GSI welcomes the participants to the 2007 JACoW Team Meeting hosted by ORNL/SNS at the Crowne Plaza Hotel, Knoxville, Tennessee from 9 to 11 October, 2007. Persons present are: Ivan Andrian, Matt Arena, Sergey Belomestnykh, Ronny Billen, Michael Carter, Joseph Chew, Jan Chrin, Martin Comyn, Catherine Eyberger, Jiankui Hao, Charlie Horak, Takashi Kosuge, Michaela Marx, Jeff Patton, Christine Petit-Jean-Genaz, John Poole, Volker Schaa.

## ORGANIZATIONAL ISSUES

John Poole recalls the discussion at the Team Meeting in March this year, resulting in a proposal to change JACoW's organizational structure and management. The proposal is attached in Annex 1.

The proposal was necessary to provide a clear definition of what JACoW is, what its objectives are, how it is organized, and to promote awareness that a means of financial support for the collaboration is required.

While the proposal was approved by simple majority of the Steering Committee (SPC Chairs of past, current and future conferences in each series, members of the Collaboration), one of the conditions for JACoW membership needs to be re-examined: *To make a financial contribution of at least 2500 Euros to JACoW costs if requested by the JACoW Chairman.* This condition was rejected by the Particle Accelerator Conferences Coordination Committee (PACCC) founders of JACoW at the meeting during PAC'07.

Following discussion, the Team concludes that financial support is required on the one hand, for the purchase of software, and on the other to ensure the attendance of Editors at Team Meetings, or for hands-on training during PAC and EPAC.

Christine Petit-Jean-Genaz recalls that in the past both PAC and EPAC contributed to the purchase of Acrobat and Pitstop Software and she proposes, and it is agreed, to approach the PACCC to request that this support will be guaranteed in the future by one, or other, or all, of the regional PAC conferences.

Concerning the attendance of Editors at Team Meetings, it is decided that in view of the fact that all members of the Collaboration have pledged to respect this boundary condition, those conferences who, without good reason, do not adhere to their pledge, may be sanctioned and barred from publication on JACoW.

## JACOW WEBSITE

Ronny Billen, CERN, has succeeded John Poole as JACoW Website Administrator. He will essentially manage the publication of proceedings at the JACoW site and be responsible for the European Regional Support Centre setting up instances of the SPMS for conferences organized in Europe, enabling Repository data to all conference instances, etc.

Christine Petit-Jean-Genaz will continue to contribute to the management of the site as in the past, publishing JACoW information for authors and editors, maintaining the table of conferences, as well as the Steering Committee and Team organizational texts in consultation with the JACoW Chair and Vice-Chair and each conference Editors/SPC Chairs.

One of the issues for discussion is the appearance of the JACoW site. Some efforts may be made to modernize it and to improve the presentation to cope with the increasing number of conferences, and possible modification in scope to include publications other than conference proceedings.

Ronny's transparencies are published at the InDiCo site. They will prove extremely useful for all Editors to understand the responsibilities of the JACoW webmaster and requirements for publishing proceedings. Ronny and Christine will endeavour to work seamlessly in the future as with John Poole in the past.

## REPORTS FROM 2007 JACOW COLLABORATION CONFERENCES

JACoW Team Editors present their reports on DIPAC'07, PAC'07, COOL'07, ICALEPCS'07, EPAC'08, LINAC'08, PAC'09, BIW'08 and SRF'07. The transparencies are published at the InDiCo site.

## TECHNICAL ISSUES: POST MORTEM FROM PAC

Editorial Responsibilities: Comparison between the PAC and EPAC Approach to Editorial Effort

Christine Petit-Jean-Genaz reports on her recent experience as Editor of PAC'07, comparing it with her that gained in scientific programme management for EPAC. She feels it's time to take a closer look at the roles and responsibilities of "Editors", and also clarify the way SPMS recognizes them.

Prior to the era of electronic publication, the "Editor" of a PAC or EPAC collected tons of camera ready outside

sheets of paper at a conference, typed in page numbers, produced a table of contents and an author index, and delivered the load, for PAC with copyright forms to IEEE, for EPAC to a printer/publisher.

In the period prior to that, PAC had both an "Editor", who came into the scientific programme management at the time of abstract submission, and an SPC Chair who, with other staff, put together and managed the communication with speakers and the oral programme in general. Depending on the communication between the SPC Chair and the Editor, this could be a more, or less, straightforward task.

EPAC has always had a "scientific secretariat" whose manager worked closely with the SPC Chair and Committee from the outset of discussions on the oral programme, through to abstract submission, and later on the final production of the proceedings, managing the conference database from start to end, and providing total continuity.

In the mid-nineties when electronic publication and the need for new skills emerged, EPAC invented its "editorial board", composed of:

- the manager of the scientific secretariat, whose contribution to the proceedings was to run the whole scientific programme and ensure the integrity of the data required to produce a table of contents, an author index, and the "wrappers" ('photos, message from the Chair, organization), etc.,
- a person to organize the local general and IT support for conference/technical editors at the venue, i.e. setting up a network, computers with software installed, ensuring Editors were housed, fed, etc.
- a person responsible for running the scripts to tie up the final publishable version of the proceedings on JACoW, as well as
- the Chairs of the LOC (holder of the purse strings) and SPC (scientific content).

PAC has continued to assign the responsibility for proceedings production to its "Editor" who has to find the various resources to produce the proceedings. The Editor is pretty much alone and, as Christine experienced, can run into difficulties to find the necessary staff, in particular in the field of IT, if this has not been understood and identified by the Conference Chairs at the outset (as was the case for PAC'07).

It has become apparent that there is a clear need to clarify the various competences and skills involved in scientific programme management from the outset of the organization of the conference, through to the final publication on JACoW. Clarifying the functions and privileges and the corresponding syntax should contribute to refining the functionality of the SPMS.

A list of activities around scientific programme management and proceedings production using the SPMS, as well as functional roles needing distinct privileges in the SPMS is attached in Annex 2. This may help clarify roles and privileges within the SPMS and refine this part of the application.

## Processing, Pitstop

John Poole runs through a number of issues he came across during 2007. His transparencies are a useful source of detailed information for all Editors. Some useful details are reported here:

### Uploading

- A strange message from the SPMS arises when an editor has processed a file and is ready to upload the PDF, if a file is still open in Acrobat. The instructions to Editors need to be updated.
- Some PostScript files could not be uploaded
- There remains a mystery why it is possible for some editors to upload particular files, and not others ...

### PitStop Version

PitStop 7 works better than 6.5 with Acrobat 7. In particular it is possible to edit files after the banner, footer and hidden fields have been done. It is recommended to abandon 6.5 in favour of 7 in the future.

### Optimizer

- When PDF Optimizer is unable to flatten transparency, the solution is to run Optimizer manually with flattening of transparency suppressed.
- Batch job can cause memory overflow (2.8 GHZ machine with 1 Gbyte memory). The solution is to split the job into chunks of around 100 files at a time.

### Deleted Files

A user can "delete" files but they are not removed from the server – it is just the entry in SPMS that is removed. It is thus possible for an editor to download the files because the interface is generated from the file server. This created problems in the final stages, fully understood by Volker Schaa.

### Unprintable Files

In several instances, a file which looks fine on the screen is total rubbish when printed. John's transparencies report the problem in detail. For the case in question, it appears as though a "user" produced PDF was uploaded after the editor's version, which was perfectly OK. Although the bad file looks fine on the screen and the font list looks OK, there was obviously a problem.

### Web Server Case Sensitivity

Case sensitivity can cause problems at many stages: full download for JPSP, running JPSP, web links.

### Slow Figures in LaTeX

See John's transparencies on how to proceed if not all of the source files are available.

### Final Steps towards Proceedings Production

- The link to the "Home" page from the proceedings website generated by JPSP should point to the JACoW version of the home page, not the conference website (use a relative link).

- The link appears in only one file (BANNER.HTM) so it is easy to fix but it needs to go into the instructions.

### Keywords and Library Data Production

John's transparencies report in detail how to produce the keywords, and also the library catalog data for citation indexes (CERN (CDS) and SLAC (SPIRES)).

### Repatriation

It is time to test the repatriation of data from conferences organized with the SPMS. The link to the Central Repository would then be cut from these instances. The repatriation is possible, but it has never been tested. Volunteers are required ...

### Scripts

Volker explains the enhancements introduced into the scripts which pull the proceedings together. See his transparencies for details.

### PDF Optimizer Strategy and Settings, File Sizes, Legibility

The Optimizer is used to convert all PDF files to the version level of Acrobat required for publication at the JACoW site: PDF1.4 (Acrobat 5 compatibility). The principle is that the optimizer settings should be the same as the distiller settings. This is necessary because experience has shown that a number of files end up with the wrong version level. Efforts to improve the situation by using "Save" instead of "Save As" on the PDF files were not conclusive. Editors are therefore encouraged to continue with "Save As" and to use the optimizer later to fix the guilty files.

John further covers all optimizer settings and in particular fonts, which should always be embedded and explains how to run the optimizer in batch.

### Network Speed, Computers, Soft- and Hardware

Michael Carter, who had the responsibility for the IT setup for PAC'07, both registration, and in particular the proceedings office, reports on the different contracts and players who together had the responsibility to provide the Editors with the necessary infrastructure (computers, soft- and hardware, server, etc.) to enable prompt processing and publication of the proceedings.

Michael had benefited from hands-on experience of this crucially important activity working with Freddie Ackeroyd during EPAC'06. He was fully informed on the soft- and hardware requirements but ran into a number of problems, mainly due to taking assurances at face value. Proper testing of all

Full details may be found in Michael's transparencies published at the TM site.

### Word 2007 and JACoW Templates

Cathy Eyberger has tested Word 2007. Several aspects are still not understood and more work is necessary. She and John will pick up on what was discussed at the last Team Meeting. They will re-work the PC templates,

Christine will use these to prepare the Macintosh templates, Martin will review LaTeX and Ivan Open Office. It is hoped that the new templates could be available later in the year, or early in the new year in time for EPAC'08.

Other issues related to JACoW Templates are:

- in .doc files the references should be 9 pt by default to match the LaTeX templates
- in the text about references, mention that authors should NOT enter hyperlinks
- we should switch the hyperlinks option off in the Acrobat preferences
- vertical lines to be removed in the table layout in the template
- it should be noted about the IEEE XPLORE preferences
- remove the paragraph in the template about the size of files since it is misleading
- references should contain the JACoW paper codes which is easier and more efficient than page numbers.

The discussion under this topic covered the possibility to automate the production of .pdf files as the .ps files are submitted by authors, the aim being to avoid this processing stage for Editors, allowing them to work immediately on .pdf files.

Ivan Andrian has some experience of this and is willing to attempt an implementation in connection with EPAC'08.

### PitStop Pre-flight: What can it do for us?

Ivan Andrian may be contacted for information on this issue.

### INDICO & JPSP

The possibility to make InDiCo conference data compatible with JACoW scripts to produce proceedings was first discussed at the JACoW TM in 2005. Since that time, John Poole and Volker Schaa have pursued this path and testing is currently under way in connection with ERL'07.

While the scripts are already useable, our real test case (ERL'07) is still under way. The special needs of JPSP must be documented in InDiCo's conference wiki.

A number of issues are discussed around the merging of InDiCo with JACoW and in particular the Repositories, which are a decided advantage of the SPMS over InDiCo. Indeed, Volker shows several really annoying instances of what happens in InDiCo when authors are allowed to enter freehand the names and affiliations of authors.

The Repositories are the property of JACoW, maintained by JACoW, and the question of sharing this data with InDiCo conferences would need to be addressed very clearly.

### Summing up on what we learned at PAC

The following is a compilation of comments on experience gained at PAC'07:

- only 3 genuine red papers

- major problems are the footnote at the bottom of the first page, or where text is outside margins
- copyright forms are a really difficult business, especially for some laboratories where authors are not allowed to sign
- authors persist in coming throughout the conference, right up to the last day, to hand in copyright forms and hard copies; this might be improved if it is announced well in advance that hard copies **MUST** be handed in on the first day of the conference, and close the Paper Reception Office say Tuesday or Wednesday. TM members are in favour of abandoning hard copies altogether since experience now proves that in many cases we can do without them
- from now on papers corrected in Pitstop should be green-dotted, avoiding proof-reading of yellow-dotted papers
- abandoning proof-reading of yellow-dotted papers requires that Editors note everything in the comments field, even for green dots
- the e-mail generated on processing status should mention that green dotted papers are acceptable
- for genuine yellow dots (where the original source file has been used) the authors should proofread and inform if there is a problem.

## SPMS REVIEW

### SPMS Development Strategy

Matt Arena briefly reviews the current SPMS development strategy, which is basically that he works on enhancements as they are requested. See Matt's "to do list" at [http://www-esh.fnal.gov/SPMS/SPMS\\_ToDo.html](http://www-esh.fnal.gov/SPMS/SPMS_ToDo.html)

### SPMS Regional Support Centres

The Team is informed that the notion of Regional Support Centres (RSCs) is taking root. Matt Arena hosts conference instances in the US at FNAL, Ronny Billen hosts European conference instances at CERN, and we have recently been informed that Takashi Kosuge will be undertaking the creation of an Asian RSC based at KEK.

### Stand-alone SPMS

Ivan Andrian reports that following extensive testing stand-alone SPMS is not a completely reliable application. Indeed, it is decided that "stand alone" should not be encouraged, though a possible solution might be for Matt to deliver a conference instance, plus an affiliations database, and an empty profiles database, which would loop back on itself.

### SPMS Profile Management: Conference vs. Central Repository: Responsibilities and Consequences

Christine Petit-Jean-Genaz reports that the Central Repository of Profiles and Affiliations now contains:

- 6,285 Profiles without accounts
- 7,222 profiles with accounts

13,507 profiles in total  
2,600 affiliations.

She emphasizes the need to ensure the integrity of the data, and underlines the privacy policy: no profile data should be used for any other purpose than in connection with the organization of a conference.

Christine stresses that the Repository is a shared resource. Any modification made by any Editor, or profile "owner", is immediately applied to the Central Repository, and then out to all other instances in use and therefore has consequences for everybody using the SPMS.

While the JACoW Repository Manager has overall responsibility for the integrity of the data, and receives e-mails informing her of the creation of new profiles/accounts etc., each conference Editor has the duty, and the privileges, to correct wrongly entered data in profiles. This is in the interest of each Conference Editor since this data is included in the author index and table of contents of the conference programme, abstracts brochure, electronic proceedings, etc. She asks Conference Editors to avoid creating "dummy" profiles or affiliations and encourages Editors to contact her with questions as they arise.

Christine will hand over the responsibility for managing the Central Repository to Michaela Marx after EPAC'08.

### SPMS Documentation Review

Ivan Andrian briefly reviews the various strategies adopted in the past to provide SPMS documentation for new users. These were Matt Arena's SPMS installation instructions, the Manual Christine began writing several years which, because the SPMS was still under heavy development, was quickly out of date, plus heavy e-mailing to users.

Ivan has now set up a documentation wiki at Elettra containing old notes, new notes about system parameters. He reports that this initiative is paved with good intentions and ideas, but suffers from the lack of time available to devote to this project.

Ivan runs through all of the different aspects to be addressed and proposes that to get started one should bind documentation to the management of a conference, for example EPAC'08 and then new conferences could add documentation as it becomes available. He also questions whether maintenance of documentation might be added as a JACoW "obligation", and a Tracker/Moderator might be designated to follow developments.

Ivan concludes that an effort to produce documentation has started but it is far from complete and more people need to be involved. The problem is that while extremely important, the preparation of documentation is far down the priority list for many people who must give high priority to their "normal" jobs.

Christine proposes that following EPAC'08 a meeting might be arranged to make a serious start on producing

information, nominate people to undertake the writing of chapters, and nominate a Moderator as mentioned above.

## SPMS REVIEW: REGISTRATION MODULES

### Delegate and Exhibition Registration

Matt Arena briefly reviews the Delegate and Exhibition Registration Modules as developed for past conferences.

### Delegate and Exhibition Registration

Ivan Andrian presents a specification for an Enhanced Registration Module (ERM). This is the result of the development work being in progress in connection with EPAC'08, with input from the '08 Professional Conference Organizer (PCO).

The reader should refer to Ivan's transparencies published at the InDiCo site. While Ivan and Alain Mauri have worked on the basis of the original modules, they have taken the development several steps further, and introduced also a Hotel Handling Module. For the first time an outside PCO will use the SPMS to manage registration both for delegates and for the industrial exhibition, as well as hotel accommodation. The PCO

will also handle all moneys in connection with the conference.

### Summing up on Registration Modules

Very interesting developments are taking place in connection with EPAC'08. They should be followed carefully.

## EDITORIAL REMINISCENCES

As usual, a number of "howlers" were evoked which will be kept for the delectation of Editors only ....

## TECHNIQUES DEVELOPED FOR SPECIFIC PROBLEMS

A number of techniques are described to manage graphics, as well as tricks with Word and LaTeX.

## NEXT TEAM MEETING

The next Team Meeting is scheduled to take place in the autumn of 2008. It will be hosted by KEK at Tsukuba, date and exact place to be decided.

# **A Proposal to Change JACoW's Organisational Structure and Management**

Resulting from the Team Meeting held in Trieste during March 2007

## **INTRODUCTION**

JACoW was created a little over 10 years ago and has developed enormously since then. The activities have been strongly focused on the technical objectives with a somewhat casual approach to organisational matters. The collaboration has now matured and it is felt that it would be beneficial to formalise the structure and management and this note describes the proposed changes.

The basic problem is that there is not a clear definition of what JACoW is, what its objectives are or how it is organised. This proposal presents JACoW's objectives and defines the constituent bodies and their roles. In

addition there have been developments in JACoW activities which need to be reflected in the organisation. Examples of these developments are the decision to establish regional support centres in N. America, Europe and Asia for the SPMS and the need to establish some more formal means of financial support for the collaboration.

## **BACKGROUND**

It is proposed to make some minor changes to the existing Terms of Reference (reproduced here for comparison):

## **CURRENT TERMS OF REFERENCE**

### *Introduction*

It is agreed that the electronic proceedings of the US Particle Accelerator Conferences (PAC), the European Particle Accelerator Conferences (EPAC), the Asian Particle Accelerator Conferences (APAC), the Linac, Cyclotrons, DIPAC and ICALEPCS series of Conferences are published on a Joint Accelerator Conferences Website (JACoW).

### *Governance*

The rules for conducting the business of the Sites will be established by consensus decisions of the Organising Committees of each member series of conferences, via the Chairmen of the Scientific Programme Committees. The Organizers of each series undertake to adhere to the boundary conditions cited below.

Changes to JACoW or to its activities should be approved by a simple majority of the Chairmen of the Scientific Programme Committees for the member conferences.

It will be the responsibility of the Chairman of JACoW to communicate all proposals for change to the Scientific Programme Committee Chairmen.

### *Rights of Individual Conference Organizers*

The existence of the combined site does not detract from the rights of individual conference organizers to publish their proceedings on other web sites, storage media or hard copies of their choice.

Proposals for change can be formulated by a member conference, through the Scientific Programme Committee Chairman, or by JACoW Team Members.

### *Editorial Responsibility*

The Proceedings of each conference are the responsibility of the Editors or Editorial Board of the proceedings, or a person designated by the Chairperson of the Scientific Programme Committee of the relevant conference.

### *Web and Mirror Sites*

JACoW is located at CERN, with possible equivalent mirror sites in North America, Asia and elsewhere, at institutions agreeing to support the full functionality and content of the primary JACoW site. The Organizations hosting these sites undertake to provide the necessary hard- and software, backup and maintenance.

### *JACoW Steering Committee*

The JACoW Steering Committee is involved in all aspects of the electronic publication of proceedings (for example, it agrees on templates, promotes author education, develops new techniques for processing papers etc.). In principle, it meets during the PAC and EPAC Conferences but meetings may also be called by Steering Committee Members.

### *Composition and turnover of the JACoW Steering Committee:*

Previous, present, future and co-opted representatives of Editorial Boards of each series and the webmasters of JACoW Websites - the change happening immediately after the 'current' conference has taken place. Members may be co-opted at the discretion of the Steering Committee.

JACoW will be led by a Chairman appointed for three year periods, selected by the Scientific Programme Committee Chairmen of the member conferences following nominations from the Steering Committee.

Also invited to attend JACoW Steering Committee Meetings are the "decision makers": the previous, present and future Scientific Programme Committee Chairmen (or persons delegated by them) from each series.

### *JACoW Boundary Conditions*

- The acceptance of a measure of standardization (for example adherence to the basic requirements for publication on JACoW)
- A collaborative approach to template preparation and software to be supported
- A collaborative approach to the selection of Acrobat software for the CD-ROM to ensure backward compatibility
- Attendance of at least the technical people at JACoW Steering Committee meetings during each PAC and EPAC Conference
- Attendance at annual JACoW Team Meetings
- To continue and possibly expand the international collaboration in electronic publication
- To encourage publication of post mortems.

## **PROPOSED NEW TERMS OF REFERENCE**

### *JACoW Objectives*

1. To publish member conference's proceedings on the internet at JACoW.org
2. To provide support to member conferences by means of tools for conference organisation, proceedings production and shared software licenses.
3. To train editors in the techniques and technologies involved.

### *Basic Organisation*

The management of JACoW is the responsibility of the Steering Committee and the implementation and operation is done by the Team. The Team (the technical experts) reports to the Steering Committee which is composed of the decision makers of the member conferences.

### *Requirements for Membership*

Each conference undertakes to adhere to a number of conditions which are listed below. Conferences wishing to join the collaboration should state their acceptance of these conditions and apply to the Steering Committee for membership. The application is approved by simple majority of the Steering Committee members.

### *Conditions of Membership*

Each conference agrees to

- Adhere to the basic requirements for publication on JACoW
- A collaborative approach to template preparation and software to be supported
- A collaborative approach to the selection of Acrobat software to ensure backward compatibility
- Send their representatives on the JACoW Team to the annual JACoW Team Meetings
- To continue and possibly expand the international collaboration in electronic publication
- To encourage publication of post mortems by their editorial teams.
- To make a financial contribution of at least 2500€ to JACoW costs **if requested by the JACoW Chairman.**

### *Steering Committee*

The Steering Committee comprises the decision makers from member conferences (Scientific Programme Chairmen or their equivalent or someone nominated by them) and the JACoW officials. The representatives of member conferences are defined as: the previous, present and future Scientific Programme Committee Chairmen /their equivalent (or someone nominated by them) from each series. The change from present to previous etc. takes effect once the current conference has taken place. The JACoW officials are the Chairman and Secretary, Deputy Chairmen and Regional Support Managers.

The Steering Committee should meet at least once per year at the conference in N. America, Europe or Asia. Extraordinary meetings may also be called by a consensus of five Steering Committee Members.

### *The JACoW Team*

The Team is loosely defined but must contain a Chairman and Secretary, the Regional Support Centre Managers and a rolling set (past, present and future) of editors. Experts may also be co-opted to the team.

Deputy Chairmen may be appointed by the Team for three year periods. The role of the Deputy Chairmen is to assist the Chairman in the management of the collaboration and they report directly to the Chairman.

### *Control of JACoW*

The activities of JACoW are to be carried out in accordance with the Terms of Reference.

It is the responsibility of the Chairman of JACoW to communicate all proposals for change to the Steering Committee.

Changes to the Terms of Reference must be approved by a simple majority of the Steering Committee members.

The JACoW Chairman is proposed by the Team and the Steering Committee has to approve the nomination. The appointment as Chairman is for three year periods.

The JACoW Team reports to the Steering Committee through the JACoW Chairman. The JACoW Team is responsible for the execution of the tasks which are necessary to meet the objectives of the collaboration.

### *Rights of Individual Conference Organisers*

The existence of the combined site does not detract from the rights of individual conference organisers to publish their proceedings on other web sites, storage media or hard copies of their choice.

### *Editorial Responsibility*

The Proceedings of each conference are the responsibility of the Editors or Editorial Board of the proceedings, or a person designated by the Chairperson of the Scientific Programme Committee of the relevant conference.

### *Web and Mirror Sites*

JACoW is located at a primary location registered under the domain name of JACoW.org. Mirror sites may be established but the host institutes must undertake to support the full functionality and content of the primary JACoW site and to provide the necessary hard- and software, backup and maintenance.

### *Regional Support Centres*

A JACoW regional support centre should supply the host environment for the JACoW tools for conference organisation, management and proceedings production. This requires that there is an Oracle system capable of installing the JACoW software, the provision of Oracle system support, an Oracle webserver and someone responsible for JACoW systems support. Institutes accepting this role are required to guarantee continuity for an initial three year period and to agree to give one year's notice of the termination of such support.

## **MODUS OPERANDI**

The JACoW Team reports to the Steering Committee through the JACoW Chairman.

The Steering Committee must approve all changes to the organisation, membership and operation of JACoW by simple majority.

The Steering Committee and Team should each meet at least once per year independently.

The JACoW Team is responsible for the execution of the tasks which are necessary to meet the objectives of the collaboration.

## **IMPACT OF THE PROPOSED CHANGES**

The changes should have a very minor impact apart from the financial support and regional support centres. The financial support issues are discussed in more detail.

The changes to the membership of the Steering Committee (effectively removing the Team members, see Fig. 1) reflect the aim to have the Steering Committee as the governing body separated from the executive body (the Team).

The other changes in the Terms of Reference aim to clarify the objectives and the roles of the various actors.

## **FURTHER INFORMATION**

### *Financial Support*

In recent years it has proved increasingly difficult to have a full attendance at the Team Meetings due to lack of

funds to send editors and also JACoW needs to purchase upgrades for its software licenses.

The Team meetings bring together the technical expertise from all of the conferences and enable people to share their experience and new editors can learn from them. It is equally important to have feedback after a conference so that others can profit from their experience. The Team Meetings are therefore a fundamental element in the continued success of JACoW.

JACoW is not a legal entity and has no means to handle financial matters and therefore the proposal is that conferences accept that they may be called upon to pay for some specific items.

The costs incurred by the collaboration have been small up to now (several thousand Euros over a three year period) mainly for the purchase and upgrade of the software licenses. These licenses have been used by



several conferences each year and are therefore very cost effective.

The idea behind the 2500€ minimum is that this amount should be sufficient to send someone to the Team Meetings if the funding cannot be found elsewhere and it would certainly cover upgrades of software. It seems reasonable that even a small conference (~75 participants) could afford this amount and clearly larger conferences should be capable of providing more. The proposal is worded in such a way that this support will be given if it is needed but if it is not requested, then the funds remain within the conference budget.

*Regional Support Centres*

The SPMS is based on a central repository of personal profiles (authors and conference participants) and institutes. Each conference has its own database which links to this central repository. Experience running SPMS since 2004 has shown that it can be very difficult for organisers to set up their own Oracle systems and install the SPMS. On the other hand, once the system has been set up it is a relatively trivial matter to install additional conference systems. It has therefore been suggested that a small number of centres host the conference databases for their region.

CERN and FNAL have been providing some sort of regional support but it is now proposed to make this more

formal and to have something in ASIA as well. On average there are about six conferences per annum and therefore the number of conference database systems should average to two per centre per annum. The support person in each centre would have to set up the database and web access. Typically the conference administrator will ask for help with a small (<10) number of problems and if the regional manager cannot help, then the JACoW Team can be consulted through the mailing list. The conference team will be responsible for the customisation and maintenance of the data in their system. The SPMS system is maintained by the developer, M. Arena from FNAL.

**PROPOSAL FOR DECISION**

The Steering Committee is asked to approve the new Terms of Reference and Modus Operandi described in this note.

The financial support clause should apply to future conferences (i.e. the next in the series after the current one has taken place using a reference date of May 2007 to determine which the current conferences are). However, this does not exclude that current conferences may be asked to make a good will financial contribution if it is deemed necessary by the Team.

<b>JACoW Steering Committee</b>	<b>JACoW Team</b>
JACoW Chairman JACoW Deputy Chairman Regional Support Centre Managers JACoW Secretary	
Rolling set of past, present and future SPC Chairmen/their equivalent or persons nominated by them from all member conferences	Rolling set of past, present and future editors from all member conferences
	Co-opted experts

Figure 1: Composition of JACoW Steering Committee and JACoW Team

**Activities around scientific programme management and proceedings production using the SPMS**

<b>Task</b>	<b>PAC</b>	<b>EPAC</b>
SPMS Author	Matt Arena	Matt Arena
Set up the conference instance of the SPMS	Regional Support Centre	Regional Support Centre
Set the conference parameters	SPMS Administrator (in practice, the Editor)	SPMS Administrator (in practice, the Scientific Secretariat)
Set up the users and privileges	SPMS Administrator (in practice, the Editor)	SPMS Administrator (in practice, the Scientific Secretariat)
Create functional roles	SPMS Administrator (in practice, the Editor)	SPMS Administrator (in practice, the Scientific Secretariat)
Create mailing lists (committees, etc.) within SPMS	Editor	Scientific Secretariat
Propose invited oral presentations (creation of entries in the SPMS)	SPC Chair (not SPMS – Excel Spreadsheet)	Scientific Advisory Board and Organizing Committee members directly into SPMS
Approve/Reject Proposals	SPC Chair	SPC Chair / Session Coordinators / Scientific Secretariat directly into SPMS
Prepare invitations to speakers via SPMS	SPC Chair (not SPMS)	Scientific Secretariat (SPMS excel dump + mail merge)
Follow status of invited orals	SPC Chair (not SPMS)	Scientific Secretariat (using SPMS attributes)
Manage abstract submission (titles, abstracts, etc.)	Editor	Scientific Secretariat
Propose re-classifications	SPC in SPMS	SPC in SPMS
Approve re-classifications	SPC Chair in SPMS	Session Coordinators for specific Sessions, SPC Chair, Scientific Secretariat in SPMS
Propose contributed orals	SPC in SPMS	Session Coordinators, SPC Chair, Scientific Secretariat in SPMS
Approve contributed orals	SPC Chair in SPMS	Session Coordinators for specific Sessions, SPC Chair, Scientific Secretariat in SPMS
Preparation of publications via SPMS	Editor	Scientific Secretariat (SPMS excel dump + mail merge, or scripts)
Organization of Editorial Team	Editor	Scientific Secretariat in consultation with Editorial Board
Arrangements for Editorial Team (accommodation, meals)	Editor	Editor-in-Chief
Preparation of hard- and software for on-line processing during conference	Editor – with IT help	Editor-in-Chief
On-line processing	Editor + Conference/Technical Editors	Editor-in-Chief + Conference/Technical Editors
On-line processing of transparencies	Editor + Conference/Technical Editors	Editor-in-Chief + Conference/Technical Editors
Paper reception at conference	Editor + Paper Reception Team	Scientific Secretariat + Paper Reception Team
Poster Session Management	Poster Police	Poster Session Manager
Integrity of data for proceedings (titles, authors)	Editor	Scientific Secretariat
Checking that all papers presented	Editor	Scientific Secretariat
Production of "wrappers": photos, banner, copyright	Editor	Scientific Secretariat

forms, organizational, industrial exhibitors, list of participants, etc.		
Scripting	Editor – with IT help	Editor-in-Chief
Complete production	Editor – with IT help	Editorial Board: SPC and LOC Chairs (content and budget), Scientific Secretariat (integrity of data, status of receipt of files, preparation of "wrappers"), Editor-in-chief (scripting, production of JACoW-publishable final product)
Testing	Editor	Editorial Board + volunteers
IEEE Copyright Forms	Editor	Not applicable
Publication on JACoW	JACoW Webmaster	JACoW Webmaster

## Functional Roles which need to have distinct privileges in the SPMS

Web Author  
Database Administrator  
Scientific Secretariat (EPAC)/ Editor (PAC)  
Editor-in-Chief (scripting at end)  
Conference/Technical Editor  
Conference/Technical Editor QA  
Transparency Editor  
Paper Reception (Sort, file, edit)  
Poster Session Manager  
Speaker Interface  
JACoW Webmaster  
Registration Manager  
Registration (read only)  
Exhibition Registration Manager  
Exhibition (read only)

It would be useful to be able to distinguish between Read only and Read and Write, and to be able to assign these privileges to different SPMS roles such as members of the different committees.