Summary of Parallel 4A

Internal Communication Tools & Procedures
Publication Board Tools

Wednesday 27th, 11:00 – 12:30

Purpose of the session

- Take advantage of "being together" to discuss a series of pending items related to "tools"/"utilities" for daily functioning of the Collaboration
  - Covers general tools for the Collaboration
  - And more specific ones for the Publication Board
- No presentation, but a working document:
  - https://docs.google.com/document/d/16QbVu_Voea5DtZTFtD7-xbPyJKsed8iT8igQbpM1dEA/edit?usp=sharing
- No all items of above document could be covered
  - Concentrated on the ones having the most practical consequences
- Good attendance !
  - Partly because no other parallel sessions at that time
  - But good participation too !
- Please refer to above document for more details and discussion

1. From SB actions:

We limited to pub-board & publications questions

- **129.2 on Marc "To discuss at the pub board level the possibility to have a system (eg JIRA) to track the discussion on new publications**
    - Reminded that the pub board should track & review conference presentations, related abstracts, proceedings, and papers for journals
        - Don't need to review workshops material
    - It is mentioned that finding reviewer is not easy
        - Often the same persons in practice
    - Koichi presented a nice JIRA implementation to respond to the need for tracking progress in the reviews and to ensure the desired privacy during the review process
        - Need to verify this indeed responds well to the needs
        - Will make easy to get the list of papers & conferences
- **114.2 on Koichi "Create Indico entries for every past publication. Contact past Publication Board chairs to identify past publications. Also consider using JIRA for tracking new publications"**
    - Obsolete (with previous and next items)
- **100.2 on Makoto "to ensure about visibility of publication (94.4 follow-up)"**
    - We lost the update of papers from quite time
    - A call will be made to recover the missing publications
    - Proposed that theses which have contributed to Geant4 are also visible
    - A page will be (re)created (somewhat lost in the Drupal → Jekyll)
- **General comments / questions:**
    - Is publication policy visible from pub board page ?
        - Yes
    - Members will be invited to respect the review time
    - Members will be invited them to alert well before the review, so that reviewers can be found, etc. even if the text comes late

2. Internal Indico:

- **Creation of an internal Indico was proposed for:**
  - For Collaboration internal SB minutes
  - Internal seminars
  - WG meeting announcements
  - Storage of internal notes ?
  - etc.
- **But…**
  - *We have already an internal Indico !*
  - Used by WGs and some various things
- **Proposal:**
  - Review & refresh & augment this Indico
    - With above items
  - Creation a new Jekyll website page
    - with the link on the root of this Indico
    - Instructions about how to handle calendars
    - Subscribe to events
    - etc.

3. Web site

- **Are there pages we'd wish to have ?**
  - list of publications
  - list of thesis
  - page on internal Indico
  - JIRA linked to pub board page
  - list of technical notes
  - public page of "lack of resources requirements"
    - to motivate new contributions
    - could be simply through JIRA filter
  - web site of local groups

- **Tool(s) to help the census ?**
  - Instead of Google-based tools (not allowed everywhere : eg Korea)
  - Proposed to assess/use Limesurvey

- **Creation of a mini-page / member ?**
  - With key info:
    - name,
    - e-mail,
    - FTE in various WG
    - …
  - → was not found much needed