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.

JACoW Steering Committee	JACoW Team
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