

EPS-AG Board Meeting Minutes

Meeting held on 25th May 2021

Participants

Ralph Assman (INFN/DESY) – Chair (attended part-time) - RA

Giovanni Bisoffi (INFN) - GB

Sara Casalbuoni (EuXFEL) - SC

Jim Clarke (STFC) - JC

Nicolas Delerue (ICJLab) - ND

Mamad Eshraqi (ESS) - ME

Alessandro Fabris (Elettra) - AF

Ubaldo Iriso (CELLS) - UI

Julia Koschig (DESY) - JK

Evgeni Levitchev (INP) - EL

Victor Malka (Weizmann) - VM

Peter McIntosh (STFC) - PM

Marie-Helene Moscatello (GSI) - MM

Sven Reiche (PSI) - SR

Adriana Rossi (CERN) - AR

Rogelio Tomas (CERN) - RT

Ezio Todesco (CERN) - ET

Cristina Vaccarezza (INFN) - CV

1. Welcome and Introduction

PM welcomed all board members and identified that RA had a recent and urgent conflicting issue to deal with, but would be joining later. PM then chaired the meeting in RA's absence.

An indico page containing all presentations can be found here:

<https://indico.stfc.ac.uk/event/337/>

Access Key: EPS-AGMay

2. New EPS-AG Website and How to Contribute – Julia Koschig

- A new, fresh and modern EPS-AG website has been developed: <https://www.eps-ag.org/>
- Have worked closely with EPS, format based on WordPress architecture.
- All EPS-AG board members can upload website material directly, JK can provide editing access and support for modifications.
- The site now needs lots of text and impactful images as there isn't much available at present.

ACTION: ALL

- PM queried how update approvals are to be conducted, JK indicated that this is not yet defined, but she can provide guidance re: consistency of material to be posted.
- SC noted that the Board member list is out of date and that there should be a Terms of Reference included. JK proposed to verify and update as necessary. **ACTION: JK**

3. Yearly Finance Report – Ubaldo Iriso

- UI explained how he had met with the auditors to explain the 4 EPS-AG accounts:
 - Investment Account – Cash reserve for EPS-AG activities

- General Account – Collects interest from Investment Account and pays for meetings, bank fees and IPAC prizes.
- IPAC Account – Accumulates sponsorship funds from labs to support student grants.
- JaCow Account – Receives funds from royalties and pays for meetings and software licenses.
- ND queried how the Investment Account originated, RA responded that the balance should always be positive, IPAC conferences have usually generated a surplus, which has been provided to EPS-AG historically. If the account does ever go overdrawn, then EU labs should cover the deficit.
- RA noted that IPAC17 in Copenhagen had a surplus originally, however tax issues arose which reduced the surplus to a small deficit.
- Summary of accounts:

Investment Account

125 000€ (no movements in the last years)

General Account

	In	Out	TOTAL
Previous			68412.57
2020 Balance	297.6	3036.28	65673.89

IPAC Account

	In	Out	TOTAL
Previous			36382.41
2020 Balance	27583.98	14923.18	49043.21

Jacow Account

	In	Out	TOTAL
Previous			5510.28
2020 Balance	0	1756.8	3753.48

TOTAL: 243 470.58€

- RT commented that the JacoW account was quite low and queried how this is expected to be replenished? RA stated that further analysis is needed as to what has been paid to date, ND suggested this was for software licenses (Adobe Acrobat and PrintShop for IPAC20).
- The summary for EU IPAC accounts was shown for discussion:

Conference	Sponsorships received	Budgeted Grants (# of students)	Actual Grants+fees	Balance outgoing
Previous conferences				18.1 kEUR
IPAC 18, Vancouver	76.1 kEUR	75.6 kEUR (42)	61.7 kEUR	32.5 kEUR
IPAC 19, Melbourne	56.2 kEUR	80.0 kEUR (40)	70.8 kEUR	17.9 kEUR
IPAC 20, Caen (cancelled)	45.5 kEUR -11.1k€	70.0 kEUR (70)	3.4 kEUR	49.0 kEUR
IPAC 21, Igaussu (on-line)	0	0	0	49.0 K€

- JC queried why IPAC20 had issued grants at all when the conference was held virtually, it was reported that these were unrecoverable funds from existing allocations.
- RA reported that EPS-AG has an opportunity to utilise available funds to strengthen the EU accelerator community as deemed appropriate (see Agenda item 4.1).

4. General Report and Future Activities – Ralph Assman

- All EPS-AG members involved for their SPC roles for IPAC21 were thanked for their hard work, the conference itself starting very well this week, with experiences to be discussed at end June.
- The EU SAB had been updated for IPAC21 and OC/SPC members proposed for IPAC22. Noting that IPAC22 organisation is now back-on-track, following the late preparations for IPAC21 due to CV-19.

- The new EPS-AG website refresh was acknowledged and JK's previous presentation referenced.
- The report for the SPMS-Indico task force, Chaired by GB and set-up to provide a consistent coherence across all 3-regions for an agreed adoption of Indico as a proceedings-generating platform for future IPAC conferences, is expected to be reviewed by IPAC-CC at end June.
- GB will provide a summary of the report in today's meeting (see Agenda item 7).
- For IPAC23, there is a key decision to be made regarding its format i.e. in-person or hybrid virtual, which we need to decide in June, noting that details for IPAC22 are so far unclear.
- AR proposed that experience from IPAC21 should be included into the assessment in terms of what worked and what did not. ME also noted that Nufact21 would be hosting its conference in Sept in Italy as a proposed hybrid-event, RA however thought that this would be too late to capture before a formal decision was needed for IPAC23, noting there would be pressure to include some provision for remote participation.
- CV commented that recording talks for remote distribution could also provide appreciable benefits to the global community, but preferably afterwards and not during the conference. SC proposed that having the presentation itself rather than a recorded talk would be more useful.
- AF and GB both commented that the venue locations need early stage decisions regarding capacity numbers and footprint needed within buildings.
- IPAC23 OC and SPC to be defined in meeting at end June, with first OC/SPC1 meetings being prepared to hold in Dec21 (in person in Venice).
- Another important decision to be made at this Dec21 meeting is the hosting for IPAC26. A Lol is required to be released, RA showed the previous version used for IPAC23, which will be approved at the June meeting for proposals to be issued.

4.1 Potential Use of EPS-AG Funds

- RA suggested a EPS-AG sponsored Annual Meeting, to complement the full EPS assembly during EU IPAC's. Could potentially take place in Autumn, for 200-300 participants allowing forum for brainstorming and topical discussions.
- RA urged all to propose suggestions for the next EPS-AG meeting in June to review options and make agreed decisions for use of dormant funds. **ACTION: ALL**

4.2 Outreach

- Both the new website and the EPS-AG poster (in preparation) as recent improved outreach processes highlighted, to be used to attract new members.
- The proposal from ND for representation at the Europhysics News editorial board was raised.
- ND indicated that the French Physical Society Accelerator Group meets annually. Once every two years the meeting is devoted to reviewing large collaborative projects being planned and other issues related to funding.
- During these EPS-AG sponsored meetings it could be interesting to invite representative of accelerators groups from National Physics Societies (UK: IOP Particle Accelerators and Beam Group, France: SFP Division Accélérateurs, Germany: DPG AKBP,...) to help them exchange on good practices and to encourage other National Physics Societies to create an accelerator group.

5. IPAC23 Preparations for LOC – Alessandro Fabris

- Conference hosted by Elettra and INFN at Venice Convention Centre over 7 – 12 May 2023.
- Programme will follow usual European IPAC format, proposing an in-person only configuration at present.
- Full LOC constituted (35-members) and website available: <https://www.ipac23.org/>
- First information brochure available for download and virtual booth prepared for IPAC21.
- First OC/SPC meetings being prepared in Venice during week commencing Nov 29th.

6. IPAC23 Preparations for SPC – Peter McIntosh

- The criteria used to determine IPAC23 SPC constitution presented: previous IPAC roles, MC coverage, country/lab representation and gender balance.
- First proposed SPC constitution shown, along with additional grant-function roles and RA reminded all that the SPC proposal should be agreed at the EPS-AG meeting at end June:

EPS-AG Board Members continuing to 2023				IPAC23						
EPS-AG Board Member		Elected	Affiliation	OC	SPC	Grant	Expertise (MC)	Gender	Country of Affiliation	Ancillary Tasks
Bai	Mei	17	GSI	x			4,5	F	Germany	
Casalbuoni	Sara	17	EuXFEL	x	x		2,7	F	Germany	Revisor
Clarke	James	17	STFC	x			7	M	UK	
Iriso	Ubaldo	17	CELLS	x			6,2	M	Spain	Treasurer
Levichev	Eugene	17	BINP	x	x		7,8	M	Russia	
McIntosh	Peter	17	STFC	x	x		7,8	M	UK	IPAC23 SPC Chair
Reiche	Sven	17	PSI	x	x		5,3	M	Switzerland	Revisor
Vaccarezza	Cristina	17	INFN/LNF	x		EO/WISE	3,1	F	Italy	
Rossi	Adriana	20	CERN	x	x		1,6,7	F	Switzerland	
Todesco	Ezio	20	CERN	x		Student Tutoring	7	M	Switzerland	
Tomas	Rogelio	20	CERN	x			1,5	M	Switzerland	
Delerue	Nicolas	20	CNRS	x		Peer Review	2,3,6	M	France	
Moscatello	Marie-Helene	20	CEA	x	x		1,5,7	F	France	
Malka	Victor	20	Weizmann	x	x		3	M	Israel	
Fabris	Alessandro	20	ELETTRA	x			2	M	Italy	IPAC23 OC Chair
Eshraqi	Mamad	20	ESS	x	x		4,5	M	Sweden	
Ex-Officio Members		20								
Assmann	Ralph		DESY	x	x		1,3,7	M	Germany	Ex-Oficio
Seidel	Mike		PSI				1.4.8	M	Switzerland	Prize Committee

7. Info Task Force IPAC Tools (SPMS, Indico, ...) set up by IPAC-CC – Giovanni Bisoffi

- Mandate for the process has been, *'On behalf of the IPAC-CC, and in contact with JACoW, to propose a roadmap towards sustainable technical tools for organizing IPACs (transition from SPMS to Indico) and for efficient proceedings production at future IPACs of all three regions'.*
- The report: **Convincingly confirms JACoW as the preferred proceedings editor for IPAC'22, IPAC'23 and IPAC'24.**
- Key summary statements from GB's presentation include:
 - SPMS can no longer be properly developed nor maintained and so its use should be discontinued as efficiently as possible. It is planned that IPAC'23 will be the first IPAC which will utilise Indico as its preferred platform.
 - Effort has been invested (by CERN and other labs) to enable an effective transition from SPMS to Indico – further 2+ years work needed to complete. CERN commitment to be further investigated (meeting set 7/6) – funds to be secured to complete remaining work.
 - Indico testing phase in progress based on: a fake conference; two real conferences of small and medium size (eeFACT'22 and FEL'22), which will use Indico and will precede (and include) IPAC'23 – noting with SPMS running simultaneously as back-up.
 - Light Peer Review issues not included in the report, although an Indico LPR module is proposed, but not yet developed.
 - Strongly support, for all future IPACs, the JACoW standard of completing the significant majority of the conference proceedings within the timeframe of the conference.
 - All upcoming IPACs should actively work to reduce the number of editors in future editions, making clear investment in software tools to facilitate this purpose.
 - Recommendations to IPAC-CC and Jacow:
 - To provide appropriate definitions of both the needed final quality of the papers and the training activity towards developing new editors. Without proper definitions of these two items, any plans of reducing the size of the editorial team in the future cannot be founded on solid grounds.

- Safeguard the provision and associated turnover of editors, even when the editorial team size is expected to reduce.
 - Noting - The IPAC21 forced alternative to the regular JACoW Team: is a test, not a long-term option.
- Encourage the IPAC-CC to actively pursue a written agreement (or MOU) among all major Institutions involved in accelerator development and operation, to secure the involvement of JACoW Team members for future IPAC (and other relevant) accelerator conferences.
- RA questioned who would contract the resources for completing the Indico development, as it can't be done using EPS-AG funds as it would be outside of its mandate. GB recognised that specific support may be secured by the conference organisers of IPAC23, IPAC24 and IPAC25, if they agree upon.
- RA suggested that the usual approach would be to define the scope of work and directly request support from the various lab Directors, suggesting complications are likely from US labs agreeing to support funding.
- ND queried what the HEP and NP communities use as a publishing tool and whether any synergies exist, GB expects that these communities are not likely to support any collective development.
- GB also reminded that the Jacow capability supports a very wide range of conference publishing and so not just focussed on IPAC conferences, signifying that labs have a significant reliance on this provision.
- GB stated that the meeting on 7/6 would help clarify the report findings and obtain directly expected CERN resourcing plans.
- RT questioned the timescale needed for an MOU for editor support, GB proposed that long-term commitment is required, which primarily should cover the transition period and so is quite urgent. The upcoming IPAC-CC meeting will provide further indications for agreed next steps – meeting date not yet confirmed, but expect in June.

8. Action Summary

Action	Summary	Who
1	New website now needs lots of text and impactful images as there isn't much available at present.	ALL
2	Board member list is out of date and that there should be a Terms of reference included.	JK
3	Propose suggestions for the next EPS-AG meeting in June to review options and make agreed decisions for use of dormant funds.	ALL

Peter McIntosh, 23/6/21