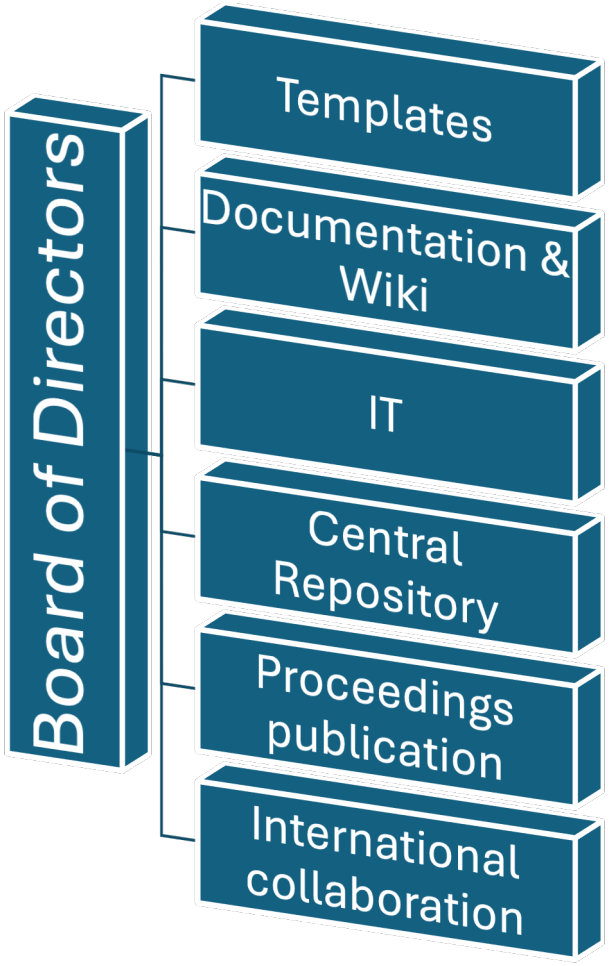
JACoW Governance

Roles and Working Groups

JACoW.org


Board of Directors
Templates
Documentation & Wiki
IT
Central Repository
Proceedings publication
International collaboration

JACoW Chair

- **The Chair of the JACoW collaboration** is the person responsible for guiding, coordinating, and representing JACoW within the accelerator community. The Chair has the role of **facilitator, coordinator, and representative** who ensures the collaboration runs smoothly and achieves its goals.

Here's what the role typically involves:

- **Guiding the collaboration:** The Chair helps define goals, ensure everyone understands the mission, and keep the group focused on agreed priorities.
- **Meeting Management:** The chair organises and leads the Board of Directors meetings—setting agendas, keeping discussions on track, making sure everyone has a chance to contribute, and summarizing decisions and next steps.
- **Decision Facilitation:** The Chair works in close cooperation with the Board of Directors and the Working Groups, taking decisions collegially. In some cases, they may have a casting vote or final say if agreement can't be reached.
- **Representation:** The Chair represent the collaboration externally, speaking to stakeholders or the public on behalf of the group.
- **Oversight and Accountability:** The Chair together with the Board of Directors monitors progress, ensures tasks are being completed, and helps hold members accountable to their commitments.

JACoW Coordinator

- **The JACoW Coordinator is a key officer within the JACoW Board of Directors, responsible for the smooth integration and ongoing support of member conferences and the wider collaboration.** The role is both strategic and operational, with a strong emphasis on communication, onboarding, and continuity**.** The role is both people-focused and process-driven, requiring strong organisational, communication, and leadership skills.
- **Onboarding and Integration:** The Coordinator is the primary point of contact for new conferences joining the JACoW collaboration. This includes meeting new members, ensuring that new Organising Committees and their local equivalents understand and meet the statutes and commitments of the collaboration, and guiding them through the onboarding process.
- **Oversight of Conference Series:** The Coordinator manages the various associated conference series, ensuring that up-to-date information is available and that each series adheres to JACoW's standards and policies.
- **Oversight of Team members and Stakeholders representatives lists:**
- **Communication:** The Coordinator acts as a communication hub, relaying information from the Board and other sources to the wider collaboration, and ensuring that all team members are kept informed about activities, updates, and requirements. This is done through various channels but most noteworthy by publishing meeting notes and summaries from other JACoW activities.
- **Collaboration with the Board:** The Coordinator works closely with the Board of Directors to implement decisions, support strategic initiatives, and maintain the health and sustainability of the collaboration.

Central Repository Manager

The Central Repository Manager is a JACoW Officer responsible for the maintenance of the JACoW Central Repository: the central database hosting the personal profiles (name, email, affiliation) and accounts of all authors and editors across JACoW conferences worldwide.

The role is carried out collectively by the members of **WG4 "Central Repository Management WG"**, a group of Repository Managers coordinated by a designated Lead, who will interface with the JBoD.

- **Repository maintenance and data lifecycle** — Defines and oversees the complete data lifecycle: profile creation in the Central Repository → conference snapshot → local operations during the event → post-conference repatriation. Establishes the criteria for resolving conflicts between central and local profile states.
- **Post-conference repatriation** — Coordinates the process — currently manual — by which data created or modified locally during a conference is assessed and integrated back into the Central Repository. Defines acceptance criteria for local changes and exclusion cases (fictitious profiles, invalid email addresses, non-compliant affiliations).
- **Repository integrity and quality** — Ensures profile uniqueness[note1], affiliation consistency[note2] and name normalisation, with particular attention to multicultural names (Chinese, Arabic, Cyrillic) where the same latinised rendering may correspond to different individuals. Handles profile correction and merge requests.
- **Operational procedures** — Develops and publishes standard procedures, pending approval of the JACoW BoD, for profile creation and management, covering: middle names, single-word names, initials, transliteration homographs, and affiliations within large international collaborations.
- **Interface** — The Repository Manager collaborates with the BoD and other JACoW Working Groups for future developments.
- **Interface with conference organisers** — Supports organisers throughout the pre-conference, during-conference and post-conference phases on all matters relating to profile management, and monitors compliance with JACoW commitments on data quality and data use.
- **Supporting authors and delegates** — Assistance in updating of single profiles if requested via repository-manager@jacow.org.

IT Working Group

The IT Working Group (ITWG) provides technical stewardship of the information systems, software platforms, and digital services that support the JACoW collaboration and its conferences. The Working Group ensures that JACoW's technical environment remains sustainable, maintainable, and aligned with the operational needs of the collaboration.

- Develop and maintain a strategic roadmap for JACoW information systems and technical services.
- Interface and Collaborate with other teams like Template WG and the Indico team at CERN.
- Coordinate the development, maintenance, integration, and retirement of JACoW software platforms and supporting infrastructure.
- Establish technical standards, documentation, and operational best practices.
- Evaluate and recommend new technologies, tools, and processes that enhance the efficiency and sustainability of JACoW operations.
- Support the transfer of IT knowledge and continuity of IT expertise across the collaboration.

- **Membership**
- The ITWG shall comprise individuals appointed by the Board of Directors or nominated by participating laboratories and organisations based on their technical expertise and involvement in JACoW systems and services. The Working Group may establish task-specific subgroups as required.
- **Reporting**
- The ITWG reports to the JACoW Board of Directors and shall provide regular updates on ongoing activities, recommendations, risks, and strategic initiatives.