iSGTW Advisory Board Meeting Minutes

Monday January 27, 2014, from **08:00** to **09:30** (Mountain Time); **16:00** to **17:00** (Central European Time); **23:00** to **01:00** (Taipei)

## Present

*Chair:* Catherine Gater (CG)

*Present:* Paul Avery (PA)

Melissa Galliard (MG)

Bob Jones (BJ)

Neasan O’Neill (NoN)

Ruth Pordes (RP)

Daphne Siefert-Herron (DSH)

*Editors:* Andrew Purcell (AP), Amber Harmon (AH)

*Apologies:* Steve Lloyd (SL)

*Minutes:* Catherine Gater

## Proceedings

*Convenor: Catherine Gater*

#### Opening of the meeting and formalities

##### Approval of agenda

The agenda was approved.

##### Approval of previous minutes

The minutes from 19 November 2013 were approved.

##### Announcement of AOB items

No further AOB items were announced.

## Review of actions

|  |  |  |  |
| --- | --- | --- | --- |
| **ACTION** | **RESPONSIBLE** | **STATUS** | **REVIEW** |
| 20111004:4 Work with XSEDE & PRACE and others to get their level of engagement up to a level that the board is happy with. | Catherine Gater/Ruth Pordes | OPEN | Next Board Meeting |
| 20121114:6 Liaise with QMUL on working out the division of activity between QMUL and Xenomedia | Kevin Munday / Catherine Gater | OPEN | Next Board meeting |
| 20131119:1 contact Fermilab and Xenomedia about the status of Drupal 8 | Catherine Gater | CLOSED | Meeting took place on 22/1/14 |
| 20131119:2 convene transition planning meeting with Xenomedia, QMUL, CERN and IU | Catherine Gater | CLOSED | Meeting took place on 22/1/14 |
| 20131119:3 Investigate student effort at CERN | Melissa Galliard | OPEN | December |
| 20131119:4 Investigate support for the website from IU | Daphne Siefert-Heron | CLOSED | Reported at meeting on 22/1/14 |
| 20131119:5 Review Horizon2020 funding calls | Catherine Gater | CLOSED | Next board meeting |
| 20131119:6 Arrange editorial F2F meeting | Amber Harmon / Andrew Purcell | OPEN | Next board meeting |

* 20111004:4 Work with XSEDE & PRACE to increase their level of engagement.
  + Further meeting with PRACE to be held on 18 February at CERN when iSGTW can be discussed informally.
  + REMAINS OPEN
* 20121114:6 Liaise with QMUL on working out the division of activity between QMUL and Xenomedia
  + Transfer of CMS maintenance to be timetabled to take place between early March and end of August.
  + REMAINS OPEN
* 20131119:1 Contact Fermlab and Xenomedia about the status of Drupal 8
  + Discussed at meeting on 22 Jan 2014
  + CLOSE
* 20131119:2 Convene transition planning meeting with Xenomedia, CERN, QMUL and IU
  + Meeting took place on 22 Jan 2014
  + CLOSE
* 20131119:3 Investigate student effort at CERN
  + Applications are currently being processed by CERN and the level of support for iSGTW will depend on where the students are allocated within CERN.
  + For content support, the decision should be available in 1-2 months
  + For technical support, the decision should be available in April/May.
  + OPEN
* 20131119:4 Investigate support for the website at IU
  + Discussed at meeting on 22 Jan 2014
  + CLOSE
* 20131119:5 Review H2020 funding calls
  + Circulated to e-ScienceTalk consortium
  + CLOSE
* 20131119:6 Arrange editorial F2F meeting
  + Likely to take place in May/June
  + OPEN

#### Status report

*Convenor: Catherine Gater (slides attached to agenda at* <https://indico.egi.eu/indico/conferenceDisplay.py?confId=2030>*)*

* Events attended since the last meeting included the EUDAT 2nd Conference (media partnership), ODIN workshop, 2nd Workshop on Energy for Sustainable Science at RIs, SC’13 (booth) and the National Association of Science Writers
* Several content sharing agreements either in place or being discussed e.g. MyScienceWorks, SUCRE CloudSource Magazine, Digital Meets Culture
* Media partnerships agreed with EGI Community Forum, ISC’14, CloudScape VI, RDA plenaries and in discussion with EUDAT.
* Page views up roughly 50% on previous year
* Traffic over the last quarter is down, due to the holiday break and lower social media activity.
* Subscriber numbers have increased now that the US subscribers have been added.
* Continued steady increases on Twitter and Facebook followers
* Klout score is down by 5 points, so increased engagement with social media is needed to restore it to previous levels.
* iSGTW was contacted by Getty images regarding a breach of copyright for one of their images, which was used in an unattributed article from 2007.
* Settlement fee for unauthorized use of the image requested by Getty is 1850 CHF.
* Copyright of other images should be checked to avoid future settlement demands.

**DISCUSSION**

The CERN legal service is deciding how to address limiting iSGTW’s liability for future issues.

Checking of copyright for images became more systematic from 2010, but there is a risk that earlier articles may include images that were not properly checked.

One option is to block images from appearing in ALL articles published before 2010. These older articles have very little traffic and it would be very time consuming to check all the images in the older articles individually.

A second option would be to check the images in the most popular articles prior to 2010, and remove the images from the rest.

CERN legal service proposes that iSGTW amend the contributors’ guidelines for future contributions. It is still not clear who should bear liability for any further settlement demands and what the potential ceiling for this might be given the large number of articles published before 2010.

**ACTION:** AP will circulate CERN’s proposed text for modification of the contributors’ guidelines.

#### Development and hosting of the site

*Convenor: Catherine Gater*

**DISCUSSION**

* A meeting was held between CERN, QMUL, IU and Xenomedia to discuss the migration of the management of the CMS.
* The new server at QMUL has been bought and racked and has power. The operating system needs to be added.
* The existing iSGTW site can then be moved across to the new server including all the content.
* QMUL plan to carry out the move of the site to the new server at the end of March/early April.
* Xeno recommends NOT to move from Drupal 6 to 7 or 8 unless additional functionality is needed.
* Drupal 8 is expected to be available in around 6 months and it would include the current modules used in Drupal 6
* Upgrading to 8 is possible before September 2014, but Xenomedia recommend moving across Drupal 6 to the new server first.
* QMUL is more reassured that Drupal 6 is well supported and patched.
* Conceptual design can start before the platform decisions are finalised, but final designs should be prepared based on the selected platform.
* It would be advisable to look at alternatives for the CMS, but it would be reasonable to treat Drupal 8 as the incumbent/strawman platform.
* CERN have testing and hosting services available but not web design services
* Indiana University has web design services available that could feed into the new design (mostly based on Cascade Server CMS) and can offer hosting.

**ACTION:** Andrew and Amber to review the specifications and requirements for the website, and review some options for a new CMS, taking into account availability of expertise, usability and open source credentials.

**ACTION:** Alex to migrate the existing site to the new server box at the end of March at QMUL - this will form a baseline for the next step.

#### Editorial responsibilities

*Convenor: Catherine Gater*

**DISCUSSION**

* A meeting was held between the CERN management and IU management to review editorial responsibilities
* No further points on this were raised at the Advisory Board meeting.

#### iSGTW procedures

*Convenor: Catherine Gater*

**Preview procedure**

* Chair invites the Advisory Board to confirm which members are now reading the preview each week.
* The preview is issued to the preview list on Friday evening and should include all the content.
* The preview can then be reviewed by the preview list (including the Advisory Board) on Monday or Tuesday.
* Comments should be received by lunchtime on Tuesday European time
* Final changes are made by the editors by close of business on Tuesday evening, US time .

**DECISION**

For the next few weeks, the board members will send an acknowledgement to the Editors to confirm they have received the preview and read it, even if they have no comments. This will help the Editors to know who is regularly reviewing each issue, and can more easily chase for comments if response is low during a particular week.

**Terms of Reference for the Advisory Board**

* The Terms of Reference for the Advisory Board were last updated on 14 November 2011.
* The ToR should be reviewed given the changes in administration and board membership since the last update.
* In particular, the issue of financial liability for the publication should be reviewed.

**ACTION:** ToR to be reviewed, including liability, by all Board members

**ACTION:** RP to raise the ToR at the OSG Council

#### Sustainability for iSGTW

* USA funding from NSF is stable, new funds for 2014 were received in November.
* New EU funding calls under Horizon2020 opened on 11 December 2013 with several calls closing on 2 September 2014.
* Projects may start from 1 January 2014 in theory, but pre-financing will not be received until around May 2015.
* It is not clear whether there is a suitable part of the current open calls for support for iSGTW in 2014.
* CG steps down as Advisory Board Chair at this meeting, as she is leaving EGI.eu on 31 January 2014
* Neasan O’Neill, Communications Manager, joins the board as EGI.eu representative.

**DISCUSSION**

RP requests a document outlining the funding cycle for H2020 and NSF.

iSGTW currently receives no EC funding. CERN funds the position of Editor-in-Chief at 0.75FTE. QMUL pays for the hosting of the website, and CG from EGI.eu has chaired the Advisory Board as effort in kind. Fermilab currently funds CMS maintenance and support by Xenomedia until September 2014. IU funds the US Editor position through NSF funding.

The e-ScienceTalk project, which ran from 1 September 2010 to August 2013 included funding for iSGTW but also included other communications and policy activities as well.

If a suitable part of the Horizon2020 call is available, project funding would be requested in September 2014 for 2-3 years, starting from 1 January 2015.

A new project consortium would be formed around the requirements of the new Horizon2020 call. Both CERN and EGI.eu are interested to be involved. It is likely that a new project would include iSGTW as a key element, but would also include other activities to meet the needs of the call.

NSF funding will continue until 30 September 2016.

**ACTION:** Project consortium for the EC Horizon2020 to keep the board updated with progress on a new project to include iSGTW

**ACTION:** RP and BJ to liaise with ESNet regarding a possible new Chair for the Advisory Board.

#### AOB

The Board thanks CG for her contribution to the Board and to iSGTW during her time as Chair and as e-ScienceTalk Project Coordinator.

**Date of next meeting:** Doodle poll to be launched for end March 2014 by telcon.

## Summary of actions

|  |  |  |  |
| --- | --- | --- | --- |
| **ACTION** | **RESPONSIBLE** | **STATUS** | **REVIEW** |
| 20111004:4 Work with XSEDE & PRACE and others to get their level of engagement up to a level that the board is happy with. | Bob Jones/Ruth Pordes | OPEN – Meeting with PRACE at CERN on 18 February | Next Board Meeting |
| 20121114:6 Liaise with QMUL on working out the division of activity between QMUL and Xenomedia | Kevin Munday / Catherine Gater | OPEN | Next Board meeting |
| 20131119:3 Investigate student effort at CERN | Melissa Galliard | OPEN | Next Board meeting |
| 20131119:6 Arrange editorial F2F meeting | Amber Harmon / Andrew Purcell | OPEN | Next board meeting |
| 20140127:1 Update contributor’s guidelines regarding image copyright | Andrew Purcell | OPEN | Asap |
| 20140127:2 Review website requirements and CMS options | Andrew Purcell / Amber Harmon | OPEN | Early Feb 2014 |
| 20140127:3 Migrate existing website and CMS to new server | Alex Owen | OPEN | End March 2014 |
| 20140127:4 Review the ToR including liability | All Board | OPEN | Next Board meeting |
| 20140127:5 Present the ToR at the OSG Council | Ruth Pordes | OPEN | Next Board meeting |
| 20140127:6 Explore Horizon2020 EC funding call for iSGTW | Bob Jones / Neasan O’Neill | OPEN | Next Board meeting |
| 20140127: 7 Liaise with ESNet regarding a new Chair for the Advisory Board | Bob Jones / Ruth Pordes | OPEN | Next Board meeting |