JLab User's Group Board of Directors Meeting
(Part 1)
June 7, 2011

Boards members present: *Andrei Afanasev#, Daniel Carman, Kawtar Hafidi, Sucheta Jawalkar, Aidan Kelleher, Sebastian Kuhn, Zein-Eddine Meziani, Ioanna Niculescu#, Karl Slifer, Kent Paschke*, Anatoly Radyushkin*, Lorelei Carlson*

Boards members absent: *Phil Cole#, Mark Ito**

*Incoming members
#Outgoing members

1. **Miscellaneous:**

   - Outgoing Chairman Report (Zein-Eddine Meziani):
     - Zein-Eddine Meziani as the outgoing User's Group Board of Directors chairman officially welcomed Sebastian Kuhn as the new board chairman.
     - Zein-Eddine then shared his impressions of the importance of the visibility of the UGBoD at JLab. He stressed that we need to be as pro-active as we can and to take our roles representing the users seriously.
     - He also discussed the importance of getting users to take the planning for the Electron-Ion Collider (EIC) seriously even with all of the activities surrounding the 12-GeV upgrade work that are ongoing.
   - The board expressed their appreciation for all of the hard work and effort that Zein-Eddine had put in as chair of the UGBoD.
   - Lorelei Carlson stated that roughly 160 users had pre-registered for this year's User's Group meeting. Roughly another 20 folks registered in person at the workshop.
   - Sebastian advertised the UGBoD wiki page (https://wiki.jlab.org/cugwiki/index.php/Main_Page). Folks should give feedback to Sebastian on this page and to help develop it. Hopefully the users will start to visit it in increased numbers as well.

2. **UGBoD Membership:**

   - We welcomed the three new members elected by the user community to join the board this year: Mark Ito (JLab), Kent Paschke (UVa), and Anatoly Radyushkin (ODU).
   - We thanked the outgoing board members for their two years of service on behalf of the UGBoD and the user community: Andrei Afanasev (GWU), Phil Cole (ISU), and Ioanna Niculescu (JMU).

3. **Director's Areas of Responsibility:**

- Anatoly Radyushkin – experiment/theory liaison
- Mark Ito – computing/IT
- Sucheta Jawalkar – graduate students
- Aidan Kelleher – postdocs
- Kent Paschke – foreign visitors
- Karl Slifer – outreach
- Kawtar Hafidi – running experiments / PAC issues
- Daniel Carman – quality of life

Note: Several of the areas of responsibility for the directors were slightly redefined.

4. **Director's Area Reports:**

- Foreign Visitors:
    - o Phil Cole had indicated to Sebastian Kuhn before the meeting that he had nothing to report as he had no contact with users since the last UGBoD meeting related to foreign visitor issues.
    - o Lorelei Carlson stated that due to some recent issues with foreign visitors traveling to JLab, the lab's policy is now to supply all foreign visitors traveling to JLab with an invitation letter prepared by the specific division.
    - o Foreign visitors should visit the JLab web page at http://www.jlab.org/hr/jris/processing.html
    - o Sebastian Kuhn suggested expanding this director position from "foreign visitors" to "international relations". This will be given more thought to be sure this director's area has a detailed list of responsibilities that most serves the user community.
- PAC Issues (Ioanna Niculescu):
    - o There was a questionnaire sent out to the users regarding their preferences for the scheduling of one PAC meeting per year. Of the ~20 responses received, the overwhelming majority favored a summer PAC.
- Computing/IT (Karl Slifer):
    - o Karl attended several IT division meetings. One area that is being developed is the move away from standard telecom to voip. The 2nd floor of fwing is the first test case and seems to be working well. The system will next be expanded to the ARC, and then to the rest of Cebaf Center.
    - o The help pages for the computer center (Computing and Networking Infrastructure – CNI) have been updated extensively to improve ease of use. They are now in moderated wiki format to allow and encourage user input. See http://cc.jlab.org.

- o The IT division completed a user survey to help to understand how well they are performing their role and to get feedback on the services they are providing. Several hundred responses were received and are now being processed.
- o There have been some positive action by IT to our user requests to allow more offsite access to various JLab pages (such as on-line training, Computer Center Problem Reporting (CCPR) log, and MIS). Users are encouraged to contact the UGBOD IT representative if there are any other (non-security critical) pages which they would like to request to be made more easily accessible.
- o Karl discussed the problems/issues faced by JLab in archiving its data. There seems to be no good solution for archiving the data associated with the 6 GeV program. There will be an attempt to establish an appropriate database for the 12 GeV program. Kari Heffner has offered to provide MIS support for this. Karl or Mark (new IT representative) will follow up on this.
- o The transition from the 32-bit computing environment to the 64-bit environment is now essentially complete. This transition appeared to go relatively well.
- o The IT division underwent an internal readiness review to focus on IT planning for the 12 GeV upgrade. The review panel consisted of representatives of each hall, the UGBOD, IT division, and local IT departments (Chip Watson, Cortney Carpenter, Graham Drinkwater, Brad Sawatzky, Richard Jones and Karl Slifer). The goal was to prepare for an eventual full scale external readiness review to occur about one year from now. No show-stoppers were found. A detailed report with observations and suggestions for improvement is being provided to IT. Some topics include: video conferencing was recognized as a significant issue which will need manpower for proper support; Hall staffing appears adequate at best for most 12 GeV IT issues ; Halls A and C will require only incremental changes to the existing software, while Halls B and D have much greater demands that will require considerable user participation for success; The panel encouraged Halls B and D to identify and empower an individual(s?) with overall responsibility for transition to 12 GeV; Due to their similar requirements, inter-hall software collaboration was encouraged between A and C.
- o Chip Watson will have more to say on the IT division when he addresses the UGBoD in the Thursday session.
- Quality of Life (Daniel Carman):
  - o There is a lot of activity ongoing at JLab with regard to increasing the amount of and improving the utilization of the available work/office space for the visiting users, whether related short-term visitors or longer-term visitors. One area that has improved significantly is the communication with the users seeking their input and notifying them of planned work. Despite the improvements in notifying the user

community and seeking their input, there has been very little input from the community.

- o The plans for moving to a "hoteling system" for the user office space are already underway with the transformation of the ARC library into user space. The work in the library will be completed shortly. Once the hoteling system and the reservation software have been tested, the lab plans to increase the scope of this type of system across more space in the lab, including the 2nd floor of the Counting House that will be remodeled next year.
  - o Another aspect of making the most of the available JLab space is cleaning out "junk" that has collected in the user spaces over the years. The lab has contacted the users to claim their stuff if they want it. It seems this has been well advertised and users have been given enough time to act before the excess will be disposed of.
  - o Walt Akers will have more to say about space when he addresses the UGBoD in the Thursday session.
  - o It was suggested that the JLab website needs a conspicuous link for people "New to Jefferson Lab" – they might not even realize that they are "users" (and therefore fail to look at user information).
- Running Experiments (Kawtar Hafidi):
  - o Kawtar attempted to get feedback from the spokespersons of each of the different experiments over the past year from Halls A, B, and C. She discussed some issues with communication and scheduling that arose in Hall A due to the budget and operating uncertainties that the lab was facing earlier in the year.
- Postdocs (Aidan Kelleher):
  - o There has been very little feedback from the users in this area.
  - o Aidan reported that the "Job Club" meetings that he helped to organize over the past year were well attended and well received. He would like to try to regularize these meetings.
- Graduate Students (Sucheta Jawalkar):
  - o This year's poster competition went quite well. Katherine Myers took first place, Don Jones took second place, and James Maxwell and Navaphon Muangma tied for third place. Sucheta prepared a write-up on feedback that she received regarding what factors were used to decide on the best posters and presentations.
  - o Sucheta has organized 3 student panels during this year's user meeting. These lunch-time meetings allow the students to ask questions of faculty and staff members regarding jobs and other related questions. The attendance has been great, 60-70 students at each session, with lots of spirited discussion.
  - o Sucheta spent some time advocating an effective mentoring program at JLab to give students that are stationed at the lab for long stretches a resource. What is set up at the lab is not particularly organized or

advertized or effective. Other labs have a much more developed mentoring system.

- o The renewal for the student health insurance will be coming up later this year. Sucheta recommends that JLab consider the extensive student input that she has gathered before awarding the insurance contract. Sebastian Kuhn and Lorelei Carlson will likely be contacted shortly before the current plan expires.
- o Sucheta recommended JLab organize and host another GEANT4 workshop given that there seems to be some growing demand. The last such workshop was in 2006 and was quite successful.
- o The feedback received so far (although limited) is that the thesis prize was well advertised and folks had sufficient time to submit their work for consideration.

- Experiment/theory (Andrei Afanasev):
  - o The organization of JLab Theory group-related workshop seems to be a bit uneven recently. Last year there were 4 EIC-related workshops and this year there have been none. Andrei suggested a more organized approach.
  - o The JLab theory center can provide some limited theory support for JLab experiments (proposal development and data analysis). They should be contacted for information.
  - o The Excited Baryon Analysis Center (EBAC) may be phased into a more encompassing "Physics Analysis Center" pending funding, but plans are still being developed.

- National User Facility Organization (NUFO) (Aidan Kelleher):
  - o The NUFO group represents user groups from the different national labs and is designed to provide networking contacts and to help with advertising issues/concerns/science to folks associated with funding agencies. It is not clear if/how JLab should be involved with NUFO. More discussion is required. (See http://nufo.org for information.)
  - o Aidan went to represent the UG at a congressional reception organized by NUFO with posters and meet and greet with legislators/staff. This seemed well worth doing. However, presently we have no funds to support travel of UGBoD members to NUFO functions (e.g., their general meeting later in June).

JLab User's Group Board of Directors Meeting
(Part 2)
June 9, 2011

Boards members present: *Daniel Carman, Kawtar Hafidi, Mark Ito, Sucheta Jawalkar, Aidan Kelleher, Sebastian Kuhn, Zein-Eddine Meziani, Kent Paschke, Anatoly Radyushkin, Karl Slifer, Lorelei Carlson*

Attending from JLab/JSA: *Walt Akers, Rolf Ent, Javier Gomez, Andy Kowalski, Elizabeth Lawson, Alberto Marini, Bob McKeown, Hugh Montgomery, Dave Richards, Chip Watson*

1) **Lab Outlook** – *Hugh Montgomery*

   - Mont presented a few slides highlighting several areas of continued emphasis for the lab dealing with the work planned during the 6-month down time and the upcoming 12-month down time.
   - Mont mentioned implementation of pressure vessel code, cyber security, utility improvement projects as issues of special interest.
   - Mont reviewed the remaining experiments to be run in Halls A, B, and C before the end of the 6 GeV running period and gave a brief update of their status and readiness.
   - Mont reviewed the funding for FY11 and discussed the known prospects for the JLab FY12 budget.
   - Mont briefly addressed the lab's involvement within "NUFO" (the National User Facility Organization). His point was that full JLab support requires additional investigation and discussion of value added.

2) **Long Range Plan / Leadership / PAC** – *Bob McKeown*

   - Bob reviewed the status of the ongoing efforts to hire a new Associate Director (AD) for physics, a deputy Associate Director for physics, and a Hall A leader. As of now, the search committee has prepared a report with recommendations on the hiring of the AD and submitted that to Mont for review. The deputy AD position search will begin after the AD position is filled. The search for the Hall A leader remains in progress with a short list that is being finalized.
   - Bob presented the list of 12 GeV approved experiments by physics topic and by PAC days (so far about 8 years worth of experiments approved!).
   - PAC38 is scheduled during the week of Aug. 22. This PAC will consider new proposals for beam time and new Letters of Intent. PAC38 will also review all experiments in the "3D Structure of the Nucleon" to assign scientific ratings and award beam time. Bob is working to develop a new procedure for the PAC to complete its reports so that they can be released to the community on a much shorter time scale.

- We discussed a number of issues associated with upcoming PAC meetings. One important question that will need to be considered is how to deal with the already significant backlog of experiments (will there be something like jeopardy reviews at some point?). The present plan for the next several years is to have a single PAC meeting during the summer.
- Bob reviewed the status of several "MIEs" (Major Item of Equipment) in the pipeline at JLab. The Super BigByte Spectrometer in Hall A MIE proposal has been submitted. An MIE proposal for the Hall A MOLLER system is being prepared and a proposal for the parity violating DIS effort called SoLID is being developed. It could be that the RICH detectors for Hall B and CLAS12 could be submitted as an MIE.
- There is significant effort to develop a strategic plan for JLab beyond the 12 GeV era. This includes the EIC (Electron-Ion Collider) and future facility development, Lab Directed Research and Development (LDRD), and other R&D infrastructure directed to possible future laboratory development.

3) **Budget / 6 & 12 GeV / EIC** – *Rolf Ent*

- Rolf reviewed the 6 GeV programs left to be completed. This includes the form factor experiments in Hall A, the HD-Ice experiment and HPS (Heavy Photon Search) test run in Hall B, and the last part of Qweak in Hall C. He also reviewed the budget issues associated with each Hall, including Hall D.
- Rolf discussed the FY12 budget issues. One issue is the significant funding requirements for items such as CLAS removal in Hall B, SOS removal in Hall C, and other infrastructure additions that are not part of the 12 GeV budget.
- Rolf discussed the 12 GeV reviews completed over the past year. To date the project continues to achieve good overall performance according to all cost and schedule metrics.
- The lab is working with the four Hall leaders to develop a detailed plan for initial hall operations (FY14 – FY16). This includes a detailed commissioning plan and a plan for the initial physics experiment running. These plans could be vetted possibly during the summer 2012 PAC meeting.
- Rolf reviewed the status of the EIC design work and effort. The development of a white paper for the physics case (including representatives from the JLab and BNL camps) is now underway. This is being prepared in advance of the next nuclear physics long-range planning committee.

4) **User Space** – *Walt Akers*

- Walt reviewed the plans for the development of additional user office space at the lab. He showed the plans for the transformation of the ARC library into user space that is already underway. He showed preliminary plans for the 2nd floor of the Counting House and how that space might be configured. Both of these spaces will be managed through a new "hoteling" process that will be brought online. [Most of] the user space on the 2nd and 3rd floor of the CEBAF

Center F-wing will continue to remain for longer-term users and those users stationed onsite at JLab. This space is presently being cleaned up.

- It was suggested to increase the number of "seats" in the new CH upstairs area, enclosing them (by Hall?) for more privacy, and to add a kitchenette (plus vending machines).
- The key moving forward is to continue to keep the user community fully aware of the planning and to give them time to give feedback to help shape the space planning. Walt will send out a draft proposal on future policies and procedures soon – we will disseminate it to the users and will be eager for feedback.

5) **Computing / IT** – *Chip Watson*

- The IT division completed a large-scale user survey. A long report of findings will be coming out soon. The goal is to put dollars and manpower where it will have the biggest impact in terms of supporting the experimental program. There may be better support for videoconferencing in the future.
- Chip discussed the plans for overhauling the databasing system at JLab.
- Improvements in the phone system are now in development.
- The capacity of the JLab computer farm (based on usage) is seen as adequate at the present time.
- Chip discussed data management developments including integrating the HPC/LQCD file system (LUSTRE) and the evolution of the tape library toward more modern and efficient usage.
- The IT division just completed an internal review on issues related to the 12 GeV upgrade (DAQ, simulation and data analysis needs, computing requirements, data storage, manpower, etc.). A full external review is planned for next year.
- A new system for managing work disk space is now in place to more effectively manage the available disk space. This seems to be functioning fairly well.

6) **Theory Perspective** – *Dave Richards*

- Dave reviewed some recent accomplishments of the JLab Theory Group.
- Dave reviewed several new theory initiatives including the plans for the new "Physics Analysis Center" and the plans for the new HADRO project (a publicly accessible hadron analysis database).
- Dave reviewed the new distinguished theory studentship for beginning graduate students and the JLab graduate fellowship program. These programs are a valuable asset to bring in some bright and talented young folks.
- The importance of SciDAC (Scientific Discovery through Advanced Computed) funding for the lattice program was discussed. The present plans

for FY12 include significant reductions in funding compared to FY10. This is a concern and hopefully the situation can be improved.
- Dave discussed the importance of the bridge faculty program within the theory group and made clear how it is important to maintain vitality within this program as it is an important asset to JLab.

7) **JSA Initiatives & Concerns** – *Elizabeth Lawson*

- Elizabeth reviewed the JSA management structure, in particular its relation to the JLab UGBod and the JLab users. The "JSA Programs" part of JSA manages the JLab Initiatives Fund, oversees lab outreach, and manages the residence facility.
- The JLab Initiatives Fund is a program the awards roughly $600k in funds each year. These funds are used for JLab sabbatical support, graduate fellowships, meeting/workshop/conference support, User's Group awards, the JLab Initiative Fund proposals, and the director's discretionary fund. This program has proven very successful in leveraging matching funds from universities and government funding agencies.
- This year's Initiative Fund proposals from the JLab users will be due in Aug.
- Elizabeth discussed the operation of the JLab Residence Facility by SURA. Funds will be needed at some point to modernize and deal with some aging issues at the facility. This is being considered.