

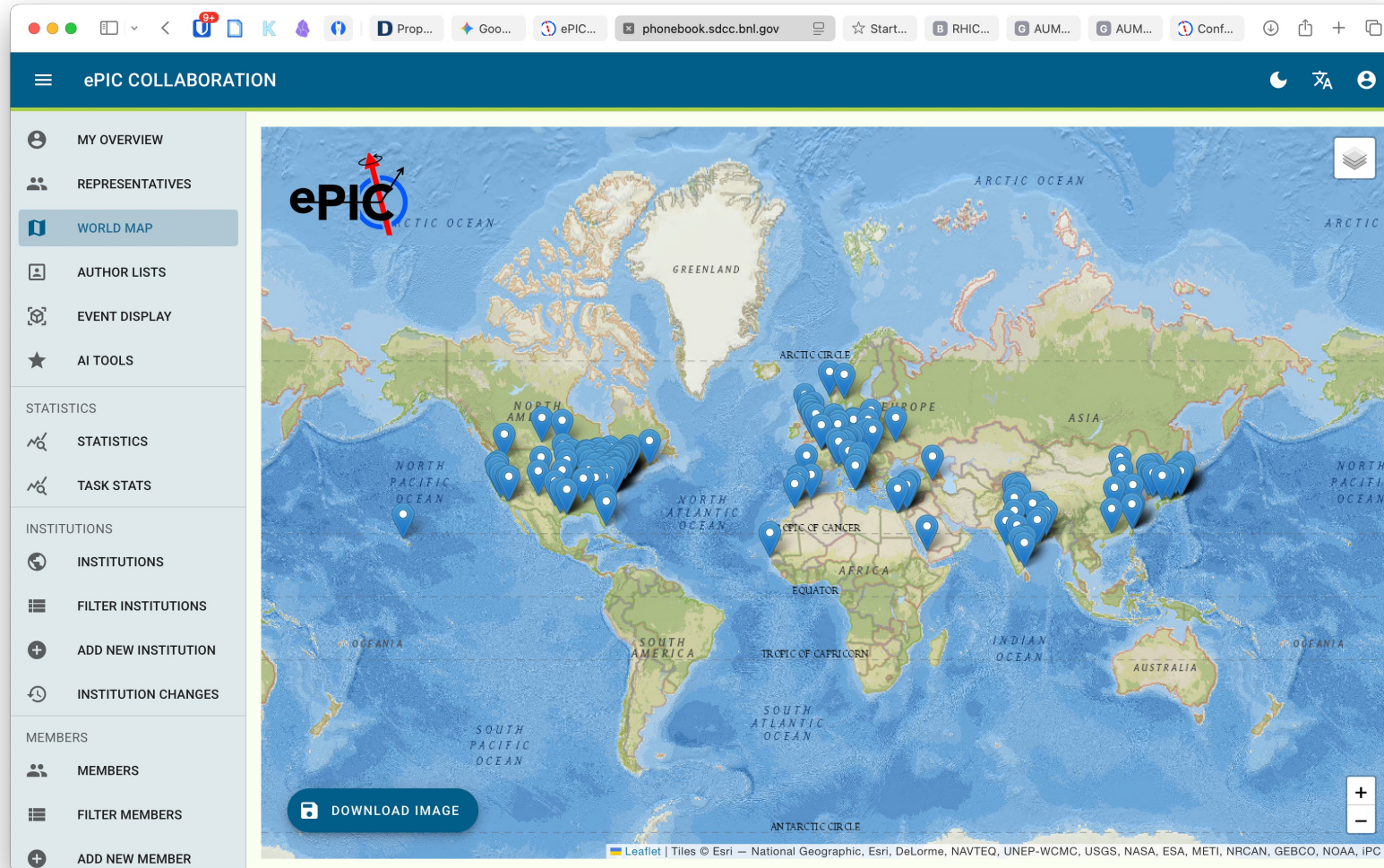
ePIC CTC Workflow

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What we've had


- <https://www.epic-eic.org/meetings/conferences.html>
- 1. Presenter: Before submitting material for review and approval, please sign up for the talks mailing list (epic-talks-l@lists.bnl.gov) and the ePIC community on Zenodo
- 2. Presenter: At your earliest convenience, inform the CTC (epic-ctc-l@lists.bnl.gov) that you plan to present and provide topic and details of the conference/workshop. This applies for both invited and contributed presentations
- 3. Presenter: Provide material (abstract text, talk, poster, etc) to the appropriate first-step approval entity email list (see section III.3.1 of the ePIC Conference and Talks Policy) no later than 8 business days before it is due
 - Material can be provided via email attachment or uploaded to Zenodo and shared via link (Zenodo can handle multiple versions of a record). Note: mailing lists may have problems with large attachments
 - When uploading to Zenodo, please be sure to include the Keyword for your conference (see table under “List of Events”). If your conference is not listed, please contact the CTC
 - Contact CTC if you are confused as to whom should be contacted as the first-step approval entity
- 4. First-Step Reviewer: Provide feedback and communicate approval/disapproval decision within 4 weekdays of receiving material. If decision is approval, please inform appropriate second-step approval entity that material is ready for review
 - Feedback and decisions should be communicated directly to the presenter and to the working group / DSC list
- 5. Presenter: After first-step approval entity has signed off, upload material to Zenodo (either as new record, or if record already exists, new version) and send link and solicitation for Collaboration-wide feedback to the epic-talks mailing list
- 6. Second-Step Reviewer: Second-step approval entity should check that all comments are incorporated into the presentation material and then communicate the final approval/disapproval decision to the ePIC talks mailing list
- 7. Presenter: Please ensure that the final version of the presentation (the one shown at the conference) is uploaded to Zenodo and made public
- Reminder: For general ePIC overview talks that cover all aspects of the ePIC program, material should be sent directly to the epic-talks mailing list for second-step approval and comment from the Collaboration at least 7 weekdays before the conference or abstract deadline

Workflows through the phonebook



Quick Search

 EXPORT TO EXCEL

 ADD NEW TASK

+

ADD NEW INSTITUTION

🕒

INSTITUTION CHANGES

MEMBERS

MEMBERS

⌵

FILTER MEMBERS

+

ADD NEW MEMBER

🕒

MEMBER CHANGES

GROUPS

GROUPS

+

ADD NEW GROUP

DOCUMENTS

DOCUMENTS

⌵

FILTER DOCUMENTS

+

ADD NEW DOCUMENT

TASKS

ASSIGNED TASKS

⌵

TASKS

⌵

FILTER TASKS

+

ADD NEW TASK

NEW DOCUMENT

OWNER: Daniel Brandenburg

TIMESTAMP: 2026-01-15

DocID: NOT ASSIGNED

Category of the Document*

Draft

Public Note

Internal Note

Publication

Proceedings

Poster

Data

Image

Slides

Other

Journal

Link to this document in the Document Management System

CREATE NEW RECORD

Do we need/want new document categories?

List of PWG, DSC,
Software etc.

???

MEMBERS

👤

MEMBERS

☰

FILTER MEMBERS

+

ADD NEW MEMBER

🕒

MEMBER CHANGES

GROUPS

👤

GROUPS

+

ADD NEW GROUP

DOCUMENTS

📄

DOCUMENTS

☰

FILTER DOCUMENTS

+

ADD NEW DOCUMENT

TASKS

📌

ASSIGNED TASKS

📌

TASKS

☰

FILTER TASKS

🕒

ADD NEW TASK

EVENTS

☰ VIEW

✎ COMMENTS

✎ EDIT

🕒 HISTORY

☰ WORKFLOW

Test with Peter

STATE	WORKFLOW	DESCRIPTION	ACTION
OPEN (3 / 6)	ePIC talk review	ePIC talk review by the CTC	<div><div>🗑 UNASSIGN WORKFLOW</div><div>🔄 RESET WORKFLOW</div><div>▶ RUN WORKFLOW</div></div>

Workflow Steps

Workflow Actions History

1

NOTIFY via mailing list: ORIG.GROUP
Request comments from the Originating Group of this document

2

REQUEST review: REVIEWERS
Request a review by Reviewers of the document

3

REQUEST review: ORIG.GROUP management
Request a review from Originating Group managers

4

REQUEST review: MEMBERS
Request a review from Members specified by this block

CONFIGURED MEMBERS:

🔗 JOHN LAJOIE

5

ASSIGN External DocID
Automatically assigns the external DocID to the document

1

STEP-STARTED

WORKFLOW-ENGINE

starting step: 1

2025-10-29 12:37:22, STEP

1

NOTIFY-MAILLIST

WORKFLOW-ENGINE

[orig.group] email notification sent to "Conferences and Talks Committee" < epic-ctc-l@lists.bnl.gov>

2025-10-29 12:37:22, STEP

2

STEP-STARTED

WORKFLOW-ENGINE

starting step: 2

2025-10-29 12:37:22, STEP

The workflow:

The screenshot shows the 'ePIC COLLABORATION' interface. The left sidebar contains navigation options: FILTER TASKS, ADD NEW TASK, EVENTS, FILTER EVENTS, ADD NEW EVENT, WORKFLOWS (selected), ADD NEW WORKFLOW, and DESCRIPTORS. The main area is titled 'WORKFLOW' and shows a table with columns: WORKFLOW, DESCRIPTION, and STATUS. The table lists the 'ePIC talk review' workflow, which is 'active'. Below the table, a list of 6 steps is shown:

1. NOTIFY via mailing list: ORIG.GROUP
Request comments from the Originating Group of this document
2. REQUEST review: REVIEWERS
Request a review by Reviewers of the document
3. REQUEST review: ORIG.GROUP management
Request a review from Originating Group managers
4. REQUEST review: MEMBERS
Request a review from Members specified by this block
5. ASSIGN External DocID
Automatically assigns the external DocID to the document
6. RELEASE document: PUBLIC
Moves/copies the document from the Originating Group to the "Public" community in Invenio

1. Notify group (PWG, DSC etc.) by email to list
2. Notify Authors
3. Request Review (from users specified in document) – this could be used for co-authors to allow?)
4. Request review from management of PWG / DSC / SWG etc.
5. Review from specific people (empty placeholder here – can this be collaboration review?)
6. Assign external docID
7. Make doc public

Open Questions / Issues

- 3 distinct hierarchies:
 - Detector/hardware -> TIC (Final sign-off)
 - Physics working groups -> PAC
 - Software - > SAC
- Workflows don't support "logic" (if category == XXX then reviewer == PAC)
- Use Separate workflows – but will have to deal with Physics talk, sent to Software workflow
- How to request / allow collaboration review via workflow system?

