

ePIC CTC Workflow

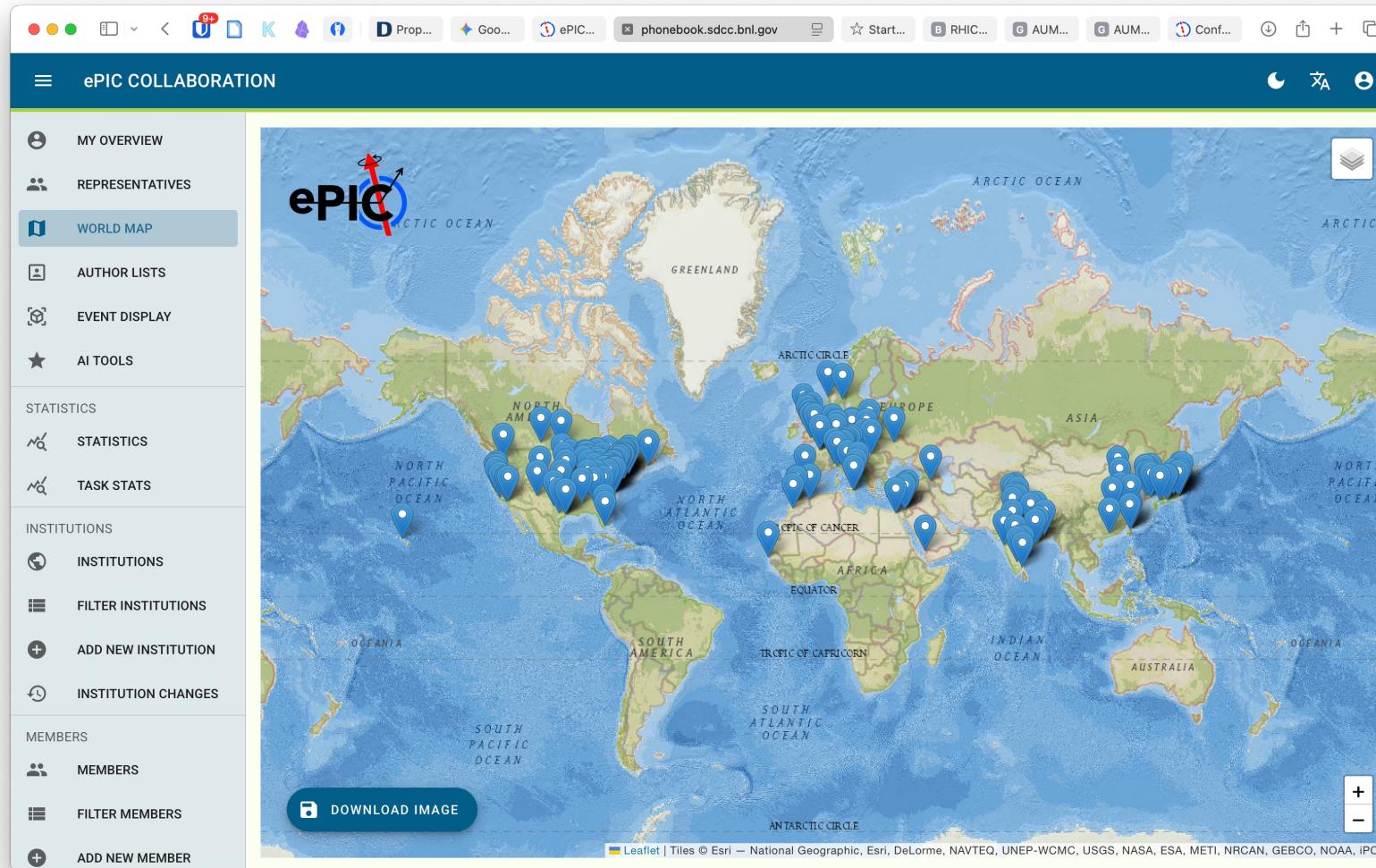
Daniel Brandenburg & Brian Paige

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



The screenshot shows a web browser window for the ePIC Collaboration. The title bar includes the ePIC logo and the URL phonebook.sdcc.bnl.gov. The main content is a world map with a high density of blue location pins, primarily concentrated in North America, Europe, and Asia. The map is labeled with continents, oceans, and latitude/longitude lines. The sidebar on the left, titled "ePIC COLLABORATION", contains the following sections:

- MY OVERVIEW
- REPRESENTATIVES
- WORLD MAP** (selected)
- AUTHOR LISTS
- EVENT DISPLAY
- AI TOOLS
- STATISTICS
- STATISTICS
- TASK STATS
- INSTITUTIONS
- INSTITUTIONS
- FILTER INSTITUTIONS
- ADD NEW INSTITUTION
- INSTITUTION CHANGES
- MEMBERS
- MEMBERS
- FILTER MEMBERS
- ADD NEW MEMBER

At the bottom of the map, there is a "DOWNLOAD IMAGE" button and a copyright notice: "Leaflet | Tiles © Esri — National Geographic, Esri, DeLorme, NAVTEQ, UNEP-WCMC, USGS, NASA, ESA, METI, NRCAN, GEBCO, NOAA, IPC".

ePIC COLLABORATION



- ADD NEW INSTITUTION
- INSTITUTION CHANGES
- MEMBERS
- MEMBERS
- FILTER MEMBERS
- ADD NEW MEMBER
- MEMBER CHANGES
- GROUPS
- GROUPS
- ADD NEW GROUP
- DOCUMENTS
- FILTER DOCUMENTS
- ADD NEW DOCUMENT
- TASKS
- ASSIGNED TASKS
- TASKS
- FILTER TASKS
- ADD NEW TASK

DOCUMENTS

Quick Search

DocID	CREATED	CATEGORY	TITLE	OWNER	GROUP
	2025-10-29	Draft	Test with Peter	Daniel Brandenburg	Conferences and Talks Committee
	2025-08-27	Other	Test document	Daniel Brandenburg	Conferences and Talks Committee
ePIC-INT-2025-BBFVPK	2025-08-19	Image	Exploded view of the ePIC detector.	Eric Lancon	Test Anayisis Group
ePIC-PUB-2025-BBFHFT	2025-08-15	Image	Cutview of the ePIC detector	Eric Lancon	Test Anayisis Group
	2025-08-12	Image	A nice collision	Eric Lancon	DE&I Committee
	2025-05-25	Slides	ePIC Status and Plans 2025	Peter Steinberg	Conferences and Talks Committee
ePIC-INT-2025-83	2025-05-25	Internal Note	Internal Note test	Dmitry Arkhipkin	Test Group 2
	2025-05-25	Public Note	Public Note test	Dmitry Arkhipkin	Test Group 1

Rows Per Page

25

1-8 of 8

EXPORT TO EXCEL

ePIC COLLABORATION

[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*

The title of the document*

0 / 255

Document's abstract*

0 / 1024

SELECT GROUP

SELECT EVENT

AUTHORS:

ADD AUTHOR

REVIEWERS:

_add_reviewers_

Journal

Link to this document in the Document Management System

CREATE NEW RECORD

The screenshot shows the ePIC COLLABORATION interface on a web browser. The left sidebar contains navigation links for 'INSTITUTION CHANGES', 'MEMBERS', 'GROUPS', 'DOCUMENTS', and 'TASKS'. The 'DOCUMENTS' section is currently active, with 'ADD NEW DOCUMENT' highlighted. The main content area is titled 'NEW DOCUMENT' and displays the following information:

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?

☰ ePIC COLLABORATION

≡

FILTER INSTITUTIONS

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

phonebook.sdcc.bnl.gov

Conferences and Talks Committee

DE&I Committee

(*) Publications Committee

Spokesperson's Office

Technical Coordination Office

Collaboration Council Chair Office

Elections Committee

Membership Committee

Software and Computing Coordinator

SELECT GROUP

SELECT EVENT

AUTHORS:

ADD AUTHOR

Author + Reviewers –
select from phone book db

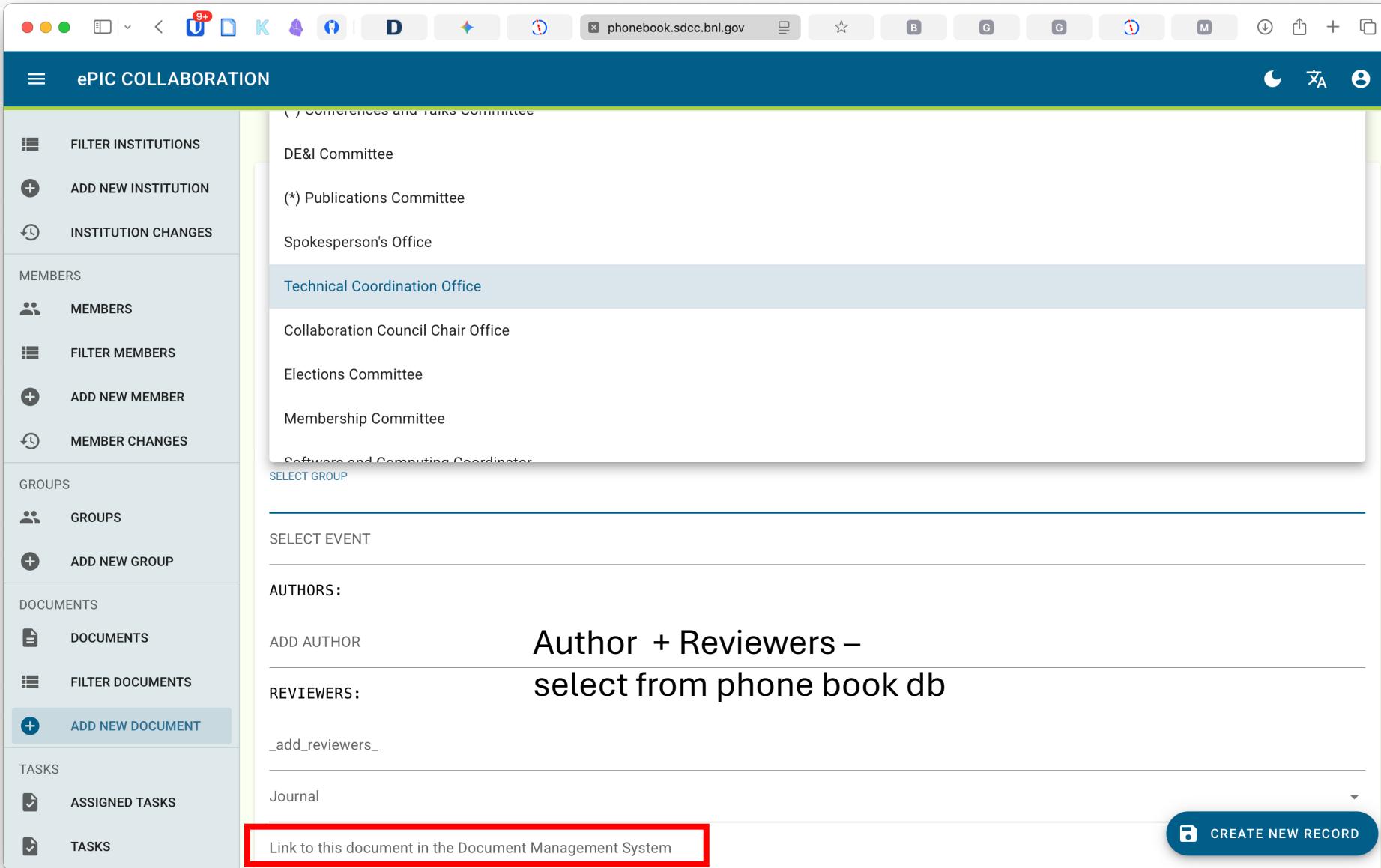
REVIEWERS:

_add_reviewers_

Journal

Link to this document in the Document Management System

CREATE NEW RECORD



List of PWG, DSC,
Software etc.

???

9+

U K D ⚡ phonebook.sdcc.bnl.gov B G G M ⚡ +

ePIC COLLABORATION

Test with Peter
Assigned workflow: ePIC talk review

FIELD	VALUE
Owner	✉ DANIEL BRANDENBURG
Timestamp	2025-10-29
DocID	
Category of the Document	Draft
The title of the document	Test with Peter
Document's abstract	This is a test submission
Originating Group	✉ CONFERENCES AND TALKS COMMITTEE
Conference or Meeting	✉ THE 21ST INTERNATIONAL CONFERENCE ON STRANGENESS IN QUARK MATTER (SQM 2024)
Authors	✉ DANIEL BRANDENBURG
Reviewers	✉ PETER STEINBERG
Journal	Not Submitted to Journals
Link to this document in the Document Management System	NOT PROVIDED

- 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	UNASSIGN WORKFLOW RESET WORKFLOW RUN WORKFLOW

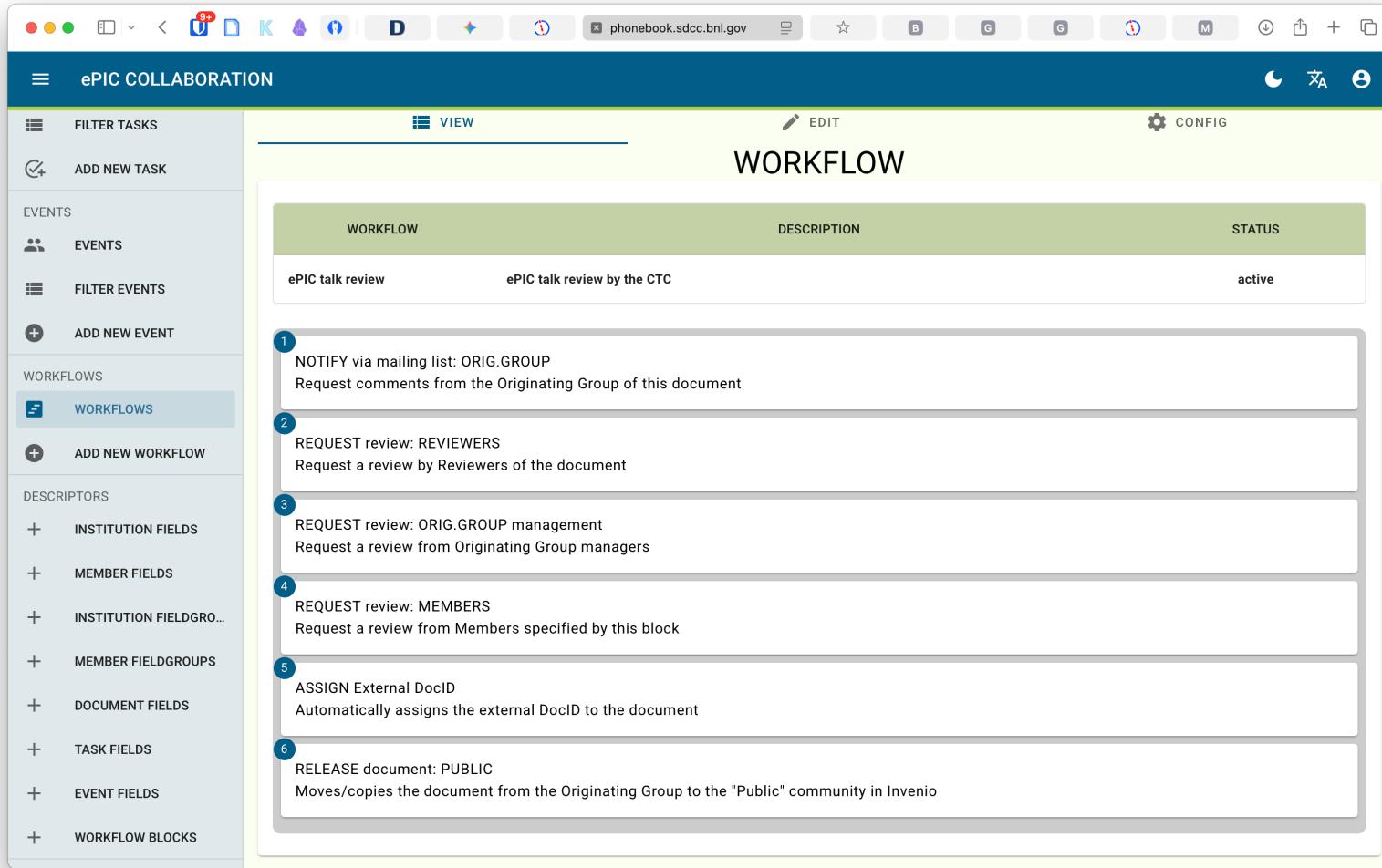
Workflow Steps

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
2	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 with the following navigation menu on the left:

- FILTER TASKS
- ADD NEW TASK
- EVENTS
- EVENTS
- FILTER EVENTS
- ADD NEW EVENT
- WORKFLOWS
- WORKFLOWS** (highlighted)
- ADD NEW WORKFLOW
- DESCRIPTORS
- INSTITUTION FIELDS
- MEMBER FIELDS
- INSTITUTION FIELDGROUPS
- MEMBER FIELDGROUPS
- DOCUMENT FIELDS
- TASK FIELDS
- EVENT FIELDS
- WORKFLOW BLOCKS

The main content area is titled "WORKFLOW" and displays a table with one row:

WORKFLOW	DESCRIPTION	STATUS
ePIC talk review	ePIC talk review by the CTC	active

Below the table, a list of six workflow steps is shown, each with a numbered circle (1-6) and a description:

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?

