

1 ppms scheduling ~~online/meeting~~ instruction

(English follows Japanese) When the corona virus world-wide disaster occurred, the face-to-face PPMS meeting was started. Since then, the participants of this meeting have been limited to the people who are not necessary to accommodate in Kashiwanoha. However, some of them who are not belonged in Kashiwanoha campus have felt some disadvantage to join this once-in-month meeting. To overcome this problem, the online PPMS meeting has been conducted since 2024/04, using some free google web services. One is a google document spread sheet named such as “emag_meeting_202404” and the others are the two google calendars named “emag_meeting” and “PPMS”, respectively. With sharing them, this meeting has been carried out via Zoom and/or Google Meeting. This meeting scheme essentially includes some security risk to the emag google account. Moreover, I have personally felt that online meetings are not suitable for conferences to reconcile conflicting interests. These are why this PPMS meeting is returned into old face-to-face style.

The user classification & the meeting schedule notification

- All the users were classified as follows:
 - class S : non ISSP person with accommodation (distant one in the joint research program).
 - class A : non ISSP person without accommodation (near one in the joint research program).
 - class B : a person in ISSP who did not use ppms in the last month.
 - class C : a person in ISSP who has used ppms in the last month.
- The schedule of PPMS meeting will appear in “Yamauchi’s Tweets” and/or the “calendar” in emag HP.

Before 24:00 midnight in 19th in the month before the targeted month

- Only the class S can apply.
- Send application mail to the address noted at “contact” in emag HP using the template as before.
- Any mail sent to the another address (such as emag gmail) will be ignored.
- The target days can be in the whole approved term (ex. 2025/04/01-2024/09/31).
- In case of conflicts among the class S persons, the first wins.

From 00:00 in 20th in the month before the targeted month to 12:00 noon in the meeting day

- Classes A and S can apply.
- Send application mail to the address noted at “contact” in emag HP using the template as before.

- Any mail sent to the another address (such as emag gmail) will be ignored.
- Any mail posted too earlier (judged by the mail sever time) will ignored.
- The target days can be set the whole next month (some arrangement in year-end and new-year).
- In conflict case, the first wins (the classes S and A are treated same).

The day of meeting, basically it is started at 14:00

- All the class B and C persons gather in room A453. classification B and C are as follows;
 - Although, the calendar of the month before the target month will be shown, the classification B/C are based on the self-declaration.
 - No penalty in case of false declaration, however, these will be mutually checked by participants in face-to-face style meeting.
- D stands for the available day number at the noon of meeting day and N shows a number of people who gathered for the meeting, respectively.
- $D/N > 2.0$, After arranging the requested days of whole participants, scheduling on the calendar is carried out..
- $D/N \leq 2.0$, The classification is activated. First, only class B can make schedule. After then, class C can do it.
- After the approving the schedule by all the participant, this PPMS meeting over.

Within 24 hrs after the meeting

- Send application mail to the address noted at “contact” in emag HP using the template as before.
- Any mail sent to “isspemag gmail” account will be igonred.
- If not, your priority will be expired (beyond the 24 hrs, when someone submits an application for the vacancy, it will be approved).

That’s all. Thank you.

Touru Yamauchi

November 29, 2024