



# Charge and Guidelines for the ILC08 Working Groups

2008-09-11

## Charge for the Working Groups

The top-level goals for the ILC08 Workshop have already been distributed (18.08):

- Review current status of global ILC R&D and future plans, for both the baseline configuration as well as the supported alternative designs;
- Review and plan activities in and around Test Facilities (both existing and proposed);
- Identify and prioritise critical R&D milestones for TDP-1 and beyond.
- Promote and improve collaboration between groups working on ILC related R&D:
  - To encourage a broader participation from active groups around the world;
  - To attract new researchers to the field;
  - Refine proposed schedule, milestones, deliverables *etc.*

In this memo, the Project Managers will focus on the goals for the workshop which are specific to the TD Phase R&D plans.

The GDE TD Phase – culminating in submission of the project for approval in 2012 – focuses on three themes as described in the R&D Plan:

1. Critical risk-mitigating R&D
2. Machine Design & Cost Reduction Activities
3. Cost and Schedule Planning and the Project Implementation Plan

During the working group sessions, it is important to review the status of the ILC R&D, and to make plans for further work, commensurate with the primary goals and objectives described in the report “ILC Research and Development Plan for the Technical Design Phase”.

The focus of the technical planning activities should be on the remainder of Technical Design Phase 1 (July 2010) where there are three major milestones foreseen:

1. April 2009 (KEK): Critical in-depth technical review by the Accelerator Advisory Panel (AAP)
2. January 2010: Re-baseline of the ILC design, in preparation for TD Phase 2
3. July 2010 (Paris): Publication of the TD Phase 1 interim report at ICHEP

(An additional milestone is the review and update of the TD Phase R&D Plan report, which should be ready for re-release at the end of December 2008; the TAG leaders should note that this will require their input on the respective sections of Appendix B of the document.)

The AAP review (point 1) represents the first complete and in-depth review of the technical status and plans for the ILC. We expect all Technical Area Groups to be reviewed at some level of detail. The

review will focus on progress towards (or completion of) TD Phase 1 and 2 published milestones (critical activities). The Project Management intends to start planning for this review at ILC08 by

- Requesting a list of critical R&D issues to be covered during the review
- Estimating the status of those activities by the time of the review in April 2008 (i.e. interim milestones)

The Project Management intends to make planning for the AAP review a standing action-item for the monthly TAG leaders WebEx meetings running up to the review itself.

The foreseen re-baselining of the ILC design in January 2010 (point 2) will depend on the results of the cost-reduction (*Minimum Machine*) studies during 2009, as well as the status of the on-going (or complete) critical R&D. An important element of the Working Group activities will be to prepare for the next twelve-month's activities with a view to this goal. Specifically:

- Review the proposed elements of the minimum machine studies (cost reduction)
- Form a plan of study to address the critical issues (conceptual design)

A draft document summarising the proposed minimum machine elements to be studied will be distributed in the next few weeks. The workshop will provide input for completion of this document, including the 2009 study plans. The Project Management intends to make a release of the completed document after ILC08, in accordance with the published R&D Plan.

## ILC-CLIC

It is important that we maintain a visible component in the working groups to address those identified issues of common interest between the CLIC and ILC collaborations. Specifically the ILC08 WG (where appropriate) should include in their schedule some block to discuss the collaborative work. It is expected that a brief progress report on CLIC-ILC collaboration activities will form part of the close-out summary.

The ILC-CLIC collaboration is currently focused on four working groups (five including Physics and Detectors) which have identified points of contact. These groups and contact people are listed in the WG table at the end of this memo. As conveners of the ILC08 WGs, please make sure the relevant people are included in the planning discussions for this part of the programme.

## Planning for the workshop

In preparation for the workshop we will host a WebEx meeting on

**Tuesday 28<sup>th</sup> October at 14:00 GMT,**

to which we will invite all conveners and TAG leaders. The main purpose of this meeting will be to present and review the draft agendas of each WG. Two additional face-to-face meetings are foreseen at ILC08:

- 16:30-17:30 Sunday 16th November (after the GDE opening plenary, and before the reception)
- 13:30-14:30 Thursday 20<sup>th</sup> November (after lunch on the final day)

We would like to ask the conveners (in consultation with the relevant TAG leaders) to review the above goals and develop individual goals and charges for each WG, which will be posted on the Workshop web-site. We would like to have these specific goals/charges posted by **Friday 26<sup>th</sup> September** at the latest. (Please send the material to be posed to [maxine@fnal.gov](mailto:maxine@fnal.gov).)

The current block schedule (on InDiCo) has the six working groups running parallel for the entire three days of parallel session. It is expected that joint sessions will be required, and that not all working groups will require three full days, while others may request parallel break-out sessions. It is important to get an approximate block schedule planned out as soon as possible, with some estimates of the participation; this will allow the local organisers to plan the allocation of the available rooms. Final planning (schedule review) will be part of the WebEx meeting on the 28<sup>th</sup>, but please send your initial estimates and requests to [maxine@fnal.gov](mailto:maxine@fnal.gov) by the **26<sup>th</sup> September**. We only expect this to be a best-guess at this time, subject to change, but it will allow us to start the detailed planning.

Best regards,

Marc Ross

Nick Walker

Akira Yamamoto

Attached: table of conveners, TAG leaders and ILC-CLIC contact persons.

ILC08 WG	Convener	Relevant (additional) TAG leaders	ILC-CLIC WG additional contact(s)
1. Sources	Axel Brachmann Jim Clarke		
2. Damping Rings	Mark Palmer Junji Urakawa Andy Wolski		
3. Main Linac	Chris Adolphsen Hitoshi Hayano	Shigeki Fukuda Lutz Lilje Tom Peterson Norihito Ouchi	
4. BDS/MDI	Deep Angal-Kalinin Andrei Seryi Hitoshi Yamamoto		Daniel Schulte Emmanuel Tsesmelis
5. CFS	Atsushi Enomoto Vic Kuchler John Osborne		Claude Hauviller
6. Beam Dynamics	Kiyoshi Kubo Daniel Schulte Nikolai Soltyk		Andrea Latina
ILC-CLIC Cost & Schedule Group (not an ILC08 WG)			Hans Braun John Carwardine Katy Foraz Peter Garbincius Tetsuo Shidara Sylvain Weisz