



PM Report

- Announcements & News (**skip**)
- Planning for TILC09 & APP Review
- Further Meeting Schedules
- Minimum Machine Update
- Monthly Reports
- R&D Plan Update (**but add this**)



TILC09 / AAP Review

- Friday 17 to Tuesday 21 April 2009 Tsukuba (downtown)
 - **5 days: 3 days of parallel sessions + open & closing plenary**
- Interim AAP review is PM's highest-priority
 - **Detailed in-depth critical review across entire project**
 - **Effectively a 'parallel session' running all three available days**
- Need discussion on additional parallel sessions
 - **But they must be planned not interfere with Review.**
- Plan for ~100 GDE participants
 - **~30-50 of which will be in review (at any one time).**



AAP Review

- Focus of AAP will be based on our published R&D Plan activities
 - **SCRF Main Linac technology**
 - S0, S1 (S1 global), S2, plug compatibility
 - ...
 - **Beam Test Facilities**
 - ATF, ATF2, CesrTA, DAFNE, KEK-B, ...
 - Special emphasis on electron-cloud
 - TTF/FLASH (S2-related)
 - **CFS**
- Other (sub-topics) will include
 - **Technical R&D not covered in above**
 - **Project Management issues**
 - ...
- Expect ALL of our TAG leaders to attend and make presentations
 - **Draft agenda proposal being made by PMs in consultation with AAP chairs.**
 - **Available for comment before Christmas**



AAP Review Preparation

- Preparation started at ILC08
 - **Stated as part of charge / goals for workshop**
- Real work starts now!
- AAP want to be well-prepared for review
 - **Special website set-up with selected key documents / information to specific themes of review**
 - **This will require your input**
 - **Proposed document submission to Max deadline 30th January**
 - **Please send PMs a list of proposed documents before then! (Early January)**
- AAP plans to generate a list of questions that will guide our presentations
 - **We will be expected to answer them**
 - **When would these questions be available to us?**
- Expect to have to supply something like 15 hours of presentation
 - **Split approximately 50-50 between actual PowerPoint and questions/discussion**
 - **Rule of thumb: understood not all presentations / topics will be equal.**



Other (parallel) TILC09 Groups

- We need to plan (useful) meetings in parallel to the review itself.
- Plan for additional ~50 people in parallel sessions
- Organise so that there is not critical overlap with required participation in review itself.
 - **Strawman plan in preparation**
- Proposals for parallel themes welcome (send to PMs)
- Some ideas:
 - **SCRF (perhaps up to two parallel groups)**
 - **ATF & ATF2 (proximity to KEK)**
 - **MDI (proximity to physics & detector groups)**
 - **General Accelerator Physics & Design group**
 - Would include minimum machine aspects, but not exclusively
 - System-wide discussions
 - ...?
- Note PMs unlikely to be able to attend
 - **They will be stuck in the review for the duration ☹**



Other WebEx Meetings

Technical Area Group Leaders Meetings

Wednesdays 14:00 GMT

4 week cycle

Year	SRF ML Tech	CFS & Global	AS	PMO / CM
2008	26.11.2008	02.12.2008	10.12.2008	17.12.2008
2009			07.01.2009	14.01.2009
	21.01.2009	28.01.2009	04.02.2009	11.02.2009
	18.02.2009	25.02.2009	04.03.2009	11.03.2009
	18.03.2009	25.03.2009		

- Putting together a list of other (TAG related) regular meetings
 - **Already have a list; will circulate for comment end of week**
- Idea to keep updated registry (3 months in advance)
- Idea to post “GDE This Week” email (organised: Max)
- Your help in maintaining an accurate list is needed



Minimum Machine

- Editor's requested for "Section3" text
- Deadline is next week (17.12.08)
 - **Please make every effort to supply sections as requested**
- MM work is on-going
 - **Progress should be report in status reports**
- Aiming to get the document formally published early New Year.
- Specific meetings (especially for central campus integration) will be needed
 - **Ewan Paterson**



Monthly Report

- PMs have been producing a Monthly Report which is sent to the broader GDE community
 - **Formed from input from these meetings**
- Importance of document as a 'technical communication' to the community is becoming clear
 - **Complementary to Newslines**
 - **Only true 'technical level' progress report**
- Intend to make better editing of content in future
- Your support for this is critical
 - **Primarily via your status reports**



R&D Plan

- If MM report and AAP review preparation is not enough....
- We must update the R&D Plan for next release (Early January!)
 - **Rel 3.**
- Will send all TAG leaders there respective (sub)-sections of Appendix B for review/update
 - **Contains WP descriptions etc. and description of WP specific R&D plans.**
- Deadline for return: last week!
 - **Your project management at work!**