



## PM report Jan 28, 2009:

- **Reviews**

- AAP
- PAC (May 9 and 10, 2009)

- **Meetings**

- TILC09

- **FALC**

- Madrid, Jan 19, 2009



## CFS material for AAP:

- **Charge not yet released.**
  - See 'AAP preparation' email sent Monday, Jan 19
- **Input to AAP to be posted on TILC 'Indico'**
  - Will be publically accessible
- **List of inputs → *to be prepared this week!***
  - *(As announced)*



# 01/19 (Monday) 'AAP Prep' mail

- charge is now in draft form
- must be agreed to by the ILC Executive Committee.
- list of panel members is also in final stages of preparation.
  
- begin submitting material for the review
- based on general guidelines listed here
  
- expect each Group Leader to be asked to make a formal presentation
- and to be available to answer questions from the panel.
  
- The review charge will include specific, perhaps detailed, questions on three key focus topics... CFS
- Focus on the effectiveness of the program,
  1. will the program yield the information needed for the Technical Design Phase,
  2. are the available resources properly focused on the most important goals and
  3. are the schedule and strategy appropriate
  4. provide technical (foremost), organizational, resource and schedule information.



# 01/19 (Monday) 'AAP Prep' mail

- **The second theme will be a comprehensive look at each Technical Area.**
  - In this part of the review, there will not be a list of detailed questions, but the approach is similar. Please cover key technical activities - risk mitigation, cost reduction and system design. What are the issues and priorities? What is your strategy? What is your resource base and schedule?
- **Please remember the panel has more time to digest your material than in a more traditional review –**
  - but we expect more thoughtful feedback from them also.
- **We may be asked for additional material and/or clarification during the weeks leading up to the meeting itself.**
- **Good quality presentations and similar documentation is suitable and you don't need to generate re-formatted, pre-digested writeups for the panel.**
- **The panel is made up of leaders and experts from within our community, almost entirely, so a lot of introductory material is not also needed.**



# Preparation for the Documents

- **Executive summary (by PM, word & ppt)**
- **Presentations (by GLs, ppt files)**
  - Original Plan, Status, and Expected Progress with in TDP1, and further plan in TDP-2
- **Reference documents**
  - Major presentations (ppt files),
  - Proceedings
  - Technical notes,
- **To be submitted to URL**



# Process to AAP Review

**Jan. 31, Review document submitted to PMs**

**Feb. Updated b/w PMs/GLs**

**Feb. 28, Submitted to AAP**

**April 10 Finalized**

**April 17-1 Review**



# Suggested input – CFS:

- **Planning and status**
  - ILC08 summary, 2009 plans and resources
- **Collaboration activities**
  - CLIC - ILC 'safety document'
- **Completed / Underway engineering activities**
  - (Process water and Linac configuration studies)
- **Design activities**
  - CAD effort, CLIC / XFEL connection
- **Strategic Overview**
  - R & D Plan and backup material
- **Other?**

- **Parallel sessions following ‘traditional’ format**
  - Slightly reduced available time
  - Managing ‘integrated’ activities (e.g. Minimum machine) must be fit into schedule
- **Take advantage of visit to KEK**
  - Thanks to Masami Tanaka!
  - Meet with experts, new \*potential\* team members
  - (Including interaction with M. Yoshioka)
- **One small difference:**
  - PM will be devoted to AAP





# FALC meeting

- **First meeting with new chair – Pierre Coulombe of National Research Council - Canada**
- **Presented CLIC / ILC collaboration activities**
  - Questioned about the ‘extent’ or strength of the collaboration