

2008/3/14

To: ILC GDE Technical / Area Group Leaders (pmedr@fnal.gov)
From: Nobu Toge and Lars Hagge
Subject: Possible Activities on GDE EDMS in April, 2008

This is a follow-up to our inquiry earlier with an email from Toge, time stamped on Wednesday, March 12, 10:48 JST (its archive is available at <http://ilc.kek.jp/EDMS/> along with other relevant documents). In this communication we are writing you to solicit your inputs concerning actions to take on GDE EDMS in April, 2008.

As many of you have heard at TILC08 at Sendai, one of our Project Managers, Akira Yamamoto is organizing an intense discussion session to hold at FNAL with colleagues on SRF technologies from Americas, Asia and Europe in the week of April 21. We at the Engineering Management are exploring a possibility of taking advantage of this occasion as follows –

1. **On April 17 and 18 or on April 18 and 19 (i.e. this is *before* Yamamoto's meeting; exact dates are subject to further optimization), we hold a two-day session in which we focus on EDMS issues related to main linac (ML) areas. We would choose one of the following –**

Have a crash course in organizing the EDMS Team Workspaces for ML-related Teams and in teaching the basic workflow of uploading existing ML-related documents there.

2. **In the week of April 21, in parallel with Yamamoto's SRF meeting, we hold a two-day session in which we focus on EDMS issues related to *areas other than* the main linacs. We focus on the following –**

Have a crash course in organizing the EDMS Team Workspaces for these Teams and also in teaching the basic workflow of uploading existing design-related documents there.

The target audience intended at these sessions are TAGLs, and/or their deputies who are delegated the responsibilities of daily chores on EDMS issues by TAGLs.

A few notes of clarification:

- The session 1 is specifically designed for ML-related EDMS users. The dates will be chosen so as to minimize the travels *and* minimize the conflicts with Yamamoto's SRF meeting. We realize that CAD-related aspects of EDMS handling is another very important matter to go through. However, our immediate priority is to master the document uploading part.
- The session 2 is for colleagues from particle sources, DRs, RTMLs, BDS, CFS and LET.
- If the circumstances do not allow some of you to join, we will try to create other occasions and will cover you later. However, for obvious reasons, we would like all of you to try to take the maximum advantage of this first opportunity in April.

We are trying to determine how 1 and 2 can take place specifically with whom. For that purpose we need inputs from each of you, the EDMS Team Leaders, as follows:

- A. How many of you would be able to attend session 1 or 2?**
- B. Do you have any preference on the days of week to attend?**

We would very much appreciate if you could respond to N.Toge at toge@lcdev.kek.jp and L.Hagge at ilc-edms-support@desy.de before the end of March 28, 2008. Our apologies for the short notice. We hope you can respond soon.

END