

2005/09/06

To: Distribution
From: N.Toge
Subject: Minutes of the LC Leaders Meeting at KEK

Date: Monday, September 5, 2005
Time: 10:05 – 11:20
Place: KEK Bldg 3, 7F, Meeting Room

1. General Communication and Discussion

Discussions were made on the following issues:

- Human resources (K.Yokoya)
 - Opinions were exchanged on the needs for, and, possible availability of, human resources to mobilize for cavity simulations and cavity testing.
- NSFC-JSPS Science Collaboration Program (K.Yokoya)
 - The application form has been submitted on the Chinese end, and the preparation work is under way for the Japanese end as well. The contact persons; Gao Jie from IHEP and K.Yokoya from KEK.
- Japan-France (KEK-IN2P3/CNRS) Associated International Laboratory (AIL) Proposal (F.Takasaki)
 - A discussion is under way between KEK and IN2P3/CNRS. This will be an umbrella agreement which defines a collaborative framework between Japan and France on HEP and accelerators. The emphasis will be on ILC R&D programs for the detector, MDI and the accelerator, but not limited to them. H.Hayano and J.Haba have been appointed to coordinate the Japanese-side proposals on the accelerator- and detector/MDI-related topics.
- Supplementary Budget on Japan-US Program (N.Toge)
 - A certain amount of supplementary budget is available. The deadline for the request form, which has to be submitted by Toge, is Sep. 7.
- Planning for the rest of JFY2005 (F.Takasaki)
 - With the inputs from the July internal review, and the outcome from Snowmass2005, all the ILC working groups in/around KEK should submit the Planning Report to the LC office by September 11. A Planning Report must include the following:
 1. Brief review of the budget spending so far (both KEK-internal and Japan-US), with descriptions of notable incidents (e.g. major contracts and trends of over-spending or under-spending etc).
 2. Brief review of technical progress (or its lack thereof) made so far, with a self-assessment.
 3. Plans on the activities to carry out in the rest of JFY2005. If redirection of efforts and/or budget is required, explain why.
 - The Planning Reports will be reviewed next Monday (Sep 12, 10AM) and Wednesday (Sep 14, 10AM).

2. Near-Future Meetings

Date	Meeting	Place	Members to attend
9/12-15	JPS	Sugimoto Campus Osaka City Univ.	Takasaki, Yokoya, Urakawa
9/22	GDE Exec Comm	SLAC	Takasaki, Yokoya
9/27	ILCSC	Taegu	Takasaki, Yokoya
9/28-10/1	ICFA Seminar	Taegu	Takasaki, Yokoya
10/2-3	ACFA	Pohang	Takasaki, Hayano
10/5-7	SMTF Collab Mtg	FNAL	Toge
10/10	Visit by B.Foster	KEK	
10/15	ILC-Asia Org	IHEP	Exact schedule is pending further discussion. Participants to determine, after the video meeting tentatively scheduled on Sep 20.
10/17-21	nanoBEAM	Uji, Kyoto	Yokoya, Urakawa, Tauchi, Kuriki, Kuroda, Honda, Sanuki (Tokyo)
10/20	Visit by G.Dugan	KEK	
10/24	UK LC-ABD Review	Oxford	Yokoya, Urakawa
?	DR miniWS	?	Ohmi, Ohnishi (need to confirm)
11/14-17	ECFA LC WS	Vienna	(Likely none)
11/14-17	Pol e- Source/Target WS	Tokyo	Kuriki, et al
11/17-18	GDE Exec Comm	SLAC	Takasaki, Yokoya
12/5-10	TTC/GDE	Frascati	(need to discuss)
3/9-15	LCWS2005/GDE	Bangalore	(need to discuss)

- MTBM (Mean Time Between the Meetings) = 4.4 days in the rest of 2005

3. Personnel Exchanges

- N.Ohuchi is currently visiting DESY/TTF. The purpose of his trip is to study the cryostat design, assembly and testing at DESY.
- For activities at WG5 (High gradient cavities), IHEP is proposing to send one graduate student to KEK for a stay of approximately two months. Takasaki announced that KEK will support his stay.
- Saito (WG5) wishes to send
 - One or two physicists to participate in the SMTF collaboration meeting, and
 - Two KEK engineers to DESY to study their cavity manufacturing process based on the hydro-forming technique.

The requests are pending approval in consideration of the travel budget and job priorities.

Next meeting: Sep 12, 10:00AM at KEK Bldg 3, 7F Meeting Rm; Video-link *will be* available.