

2005/10/27

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

Date: Monday, October 27, 2005
Time: 10:05 – 10:55
Place: KEK Bldg 3, 7F, Meeting Room

1. JFY2005 Budget

- The table which summarizes the budget reallocation for the rest of JFY2005 among the LC-related study groups was presented and circulated.
- Written requests for further budget negotiation on missing critical items should be submitted to LC office by the end of Oct.27. The request should include: the subject outline, the desired amount of budget, the expected outcome and statements on the impacts of subsequent development programs.
- LC office is taking this opportunity to request the ATF2 group for the latest status information on items to be procured through international collaboration programs for JFY2005 (i.e. Cavity BPMs, Magnets, R/O electronics for Cavity BPMs). This is for centralized document management and activity oversighting by the LC office. Similar requests will be made to other WGs subsequently.

2. BCD

- The WG/GG leaders are urged to contact their counterparts in NA/EU concerning the preparation of BCD contents and partition/sharing of related tasks, if not done so yet.
- The WG/GG leaders are requested to submit the list of recommended participants for the TTC meeting and the GDE meeting that follows in December (both at Frascati) by the end of Oct.27.

3. STF

- Hayano will organize a periodic meeting to discuss the engineering details of the phase-1 STF cryomodule.
- The long-term planning of the SRF system development, particularly around STF phase-2 and beyond, in conjunction with the GDE, needs to be refined. Hayano will organize a discussion forum this week. The goal is to re-develop a set of thoughts and strategies, which would serve as the basis for our interactions with GDE and for our budget request for JFY2006 (and beyond).

4. Other Communications

- WG/GG leaders are urged to respond to the request for notifying the LC office of their travel plans in the rest of CY2005 (preliminary deadline: Oct.27).
- LC all-hands meeting is scheduled for Saturday, Nov.4.
- LC project meeting is scheduled for Tuesday, Nov.15.
- An internal technical review (the previous one was held in July) might be held in the week of Dec.12.

Next meeting: 10AM (Bldg 3, 7F) on Monday, Oct. 31, 2005.