

To: Distribution
From: F. Takasaki
Subject: Minutes of the ILC-Asia Video Conference

Date: Tuesday, August 9, 2005

Time: 14:00 – 16:00 JST

Attended: CHEP: D. Son, H-S Kim,, H-B Park

IHEP: J. Shan, W.G. Li , J. Wang +

IIS: R.M. Godbole

PAL: W. Namkung, J-H Choi, I-S Ko, J.S. Oh, ??Li (?)

KEK: F. Takasaki, K. Yokoya, H. Urakawa, H. Hayano, N.Toge,
A. Miyamoto, T. Omori

TIFR: A. Gurtu +

Tohoku: H. Yamamoto

Tokyo: S. Komamiya, S. Yamashita, T. Sanuki

Tsinghua: H.J. He, S. M. Chen

1. Agenda

- Introduction and proposals – F. Takasaki
- Korean ILC team organization - D. Son
- An idea on organization chart – W. Namkung
- TIFR view on ILC – A. Gurtu

Presentation materials are available for viewing at
<http://lcdev.kek.jp/RegionalMeetings/>

2. Conclusions

- The participants agreed to call the Asian regional GDE as “ILC-Asia”.
- The participants agreed that it is adequate to include both the accelerator-related and detector/physics-related activities to be organized (or coordinated) under ILC-Asia.
- Considerable discussions ensued on
 - The mission statement for the director of ILC-Asia,
 - The organization of ILC-Asia,
 - The assignment and task definitions for the “contact persons” or “secretaries”.

The participants did not reach clear conclusive agreements on these issues during this meeting. However, the participants agreed that

- Takasaki and his staff at KEK create revised mission statements and an updated proposal for the organization chart with inputs given during the meeting and from elsewhere.
- The next ILC-Asia organizational meeting should be held at Snowmass during the 2nd ILC Workshop.
- The agreement over the organization and tasks of ILC-Asia should be written in a form of a multi-lateral MoU.
- The participants should strive for signing on this MoU by the end of 2005.

3. Discussions

Takasaki presented an introduction to the meeting and proposals on Asian GDE organization followed by Son on the Korean organization, Namkung on the Asian GDE organizational structure, and Gurtu on TIFR view. Discussion followed each and all of the presentations.

- **Organization:** The organization charts presented by Takasaki and Namkung were somewhat different in that Namkung's version is based on a "matrix organizational concept" (WGs vs Institutes), while Takasaki's version is more "one-dimensional". Another difference is Takasaki's version specifically includes research facilities (ATF, STF and others) under ILC-Asia.
 - It was remarked that Takasaki's and Namkung's versions are not fundamentally different, and it should be relatively straightforward to reconcile them (Yamashita).
 - It was remarked that if each institution contributes contact to each working group, there will be too many members for each working groups that the functionality will be sacrificed (Yamamoto). A similar concern was expressed over creating too many WGs everywhere. The people could spend too much time doing the communication and paperwork, leaving little time or capacity to do the real work (Toge).
 - It was pointed out that activities such as ATF2 are already operating under a fully international collaboration (i.e. not limited to Asia), and it would not be appropriate to put them directly under the regional director (Toge).
 - It was remarked that the representatives of test facilities of various institutions may not fit well in the organizational chart of ILC-Asia (Takasaki).
- **Resource Board:** Formation of "resource board" was proposed, consisting of the directors of major institutions (KEK, IHEP, PAL, CAT, CHEP, and TIFR at this time). There was no objection.
- **Outreach:** Yamashita explained the concept of the outreach activities as one of the key tasks of ILC-Asia. Godbole and Namkung strongly emphasized the importance of the outreach efforts.
- **Contact Persons:** There were questions regarding contact persons - whether they are to be assigned by countries or by institutions. A general consensus during the discussion emerged that, if possible and desired, the contact persons are to be assigned by institutions or by groups of institutions. However, specific assignment of people's names may take some time. As a starter, it was agreed to create a mailing list among the members of ILC-Asia.
- **Korean Situation:** D. Son reported that Korea is currently promoting a systematic participation in the ILC activities.
 - In subsequent discussions, the participants noted that in general CHEP has a strength in physics efforts while PAL has a strength in accelerator development.
- **Chinese Situation:** Li stated that the situation in China is that at this time formal organization for ILC is yet to be defined, and they would like to discuss further internally toward this fall. (which institutions to participate, etc.)
- **Indian Situation:** Gurtu proposed that seminars/schools be held to educate people, which was endorsed generally. He also reported that MOU was signed by the directors of TIFR and CAT.

Next Meeting: The follow-up meeting will be held at Snowmass. The tentative schedule (needs to be confirmed, and to be possibly revised) is Aug. 19 from 18:00 to 20:00 immediately following the ATF ICB meeting.