

Draft 1.0: 2005/09/02

To: Distribution  
From:  
Subject: Minutes of the ILC-Asia Meeting at Snowmass2005 (2005/08/19)

Date: Friday, August 19, 2005  
Time: 18:00 – 19:30  
Attended: See separate list

In the first week of the Snowmass2005/ILCWS2 workshop we had the second meeting to discuss the organization of the Asian Regional Team for GDE.

## 1. Agenda

- Outcome from the previous meeting
- WGs and GGs under GDE
- Organization of the Regional Team
- Regional Director's Missions
- Budgets, Grants, Fellowship

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

## 2. Conclusions

- Takasaki will update and hopefully finalize the organization chart for the Asian regional team, as per the discussion held during this meeting. The points to note are –
  - WG-GG structure
  - Appropriate name for what is presently called “Resource Board” and its relationship with ACFA/ALCSC.
  - Place to be occupied by WG6/outreach within the organization and its relationship with GDE Central Team.
- Takasaki will update and hopefully finalize the Director's Mission statements for the Asian Regional team. The points to note are –
  - Relation with respect to the GDE Central Team and the regional bodies, ACFA/ALCSC.
- The next video meeting is tentatively scheduled for Sep.21 or 22, pending confirmation by the participants.

## 3. Discussions

- **From the previous meeting:** Takasaki announced that the minutes of the previous video meeting (August 9, 2005) has been finalized and is available. He noted that the draft statements for the Regional Director's mission and the revised organizational chart were distributed via email prior to today's meeting.
- **WG issues and Snowmass2005 workshop:**
  - Brief reviews were given by Yokoya and Asian Snowmass2005 conveners concerning the ongoing discussions at Snowmass 2005.
  - In addition to the Working Groups (WGs) that have been active since last Fall, six

Global Groups (GGs) have been formed for Snowmass2005 WS. They are to address the issues that span across the whole ILC design. Notable examples are GG4 (Civil Engineering and Siting, with A.Enomoto acting as the Asian convener) and GG5 (Cost and Schedule, with T.Shidara acting as the Asian convener). These GGs are expected to serve their missions while the GDE prepares the BCD (Baseline Configuration Document) and the RDR (Reference Design Report). It was agreed that Enomoto and Shidara would initiate organizing the efforts with colleagues from the Asian region for GG4 and GG5.

- **Organization of the Asian Regional Team**

- Takasaki introduced the revised organizational chart which had been circulated by email prior to this meeting.
- Differing opinions were observed as to how closely the WG and GG structures within the Asian regional team should mirror what is maintained by the GDE central team.
  - Some remarked that the Asian team should adopt the WG-GG structure which closely captures that of GDE, so as to maximize our effective participation in GDE. It is noted, however, that some of the present WG-GG structure might be short-lived, because of the rapid progress of efforts towards RDR in 2006 and beyond.
  - Some remarked that the Asian team does not have to strictly follow the GDE's WG-GG structure, considering various practical constraints. For instance although IHEP and KEK may appoint contact persons for all WG-GGs, not all institutions can do the same because of the varying and non-uniform degrees of expertise.
  - A question was raised concerning the WG-GG structure – “Does this mean that we should consider a structure with  $N \times M$  contact persons per region/institute ?” ( $N = 7$  for WGs,  $M = 6$  for GGs). Namkung remarked, “No. In theory and in practice, a structure with at most  $N + M$  contacts should suffice. If an institute cannot appoint  $N + M$  contact persons, it should appoint an institute-liaison to fill the hole”. This remark gathered the support of most of the participants of this meeting.
- A discussion ensued on the Resource Board. While firm consensus conclusions were not reached, the following three issues were identified:
  - We should create a better name for this body, e.g. Executive Board, Regional Team Council, etc...
  - The membership of the “Resource Board” should consist of the directors of institutions who signed on the Asian GDE MoU. These institutions then would represent the universities and laboratories who did not directly sign on this MoU. Question: Is this acceptable to all?
  - It would be appropriate to include the chairs of ACFA and ALCSC in the “Resource Board.” Their membership within the “Resource Board” could be considered the formal contact points between ILC-Asia and ACFA/ALCSC. That allows us to reduce the number of meetings and review processes. Question: Is this acceptable to all?
- A discussion ensued on the tasks, goals and the command chains concerning the WG6 (Communication and Outreach) under GDE and “Outreach” efforts under the Asian

Regional Team Director.

- It was noted that a large amount of work under GDE central team needs to be carried out by the Asian WG6, for instance, to solicit publication topics, inputs for the GDE web site, and others.
  - It was pointed out that some Asian-specific PR efforts for ILC (i.e. communications with bureaucratic and political sectors) might not fit well within the GDE framework; but they are a critical part of activities to carry out.
  - It was remarked that the GDE should have no reasons nor justifications to discourage the “Asian-specific” PR effort, and they can be safely part of GDE-WG6. Thus, there would be no need to create a separate box in the organization chart. It was agreed that the WG6 convener (Y.Morita) and Takasaki should consult the GDE Director Barish to confirm on this point.
- **Regional Director’s Missions**
    - Takasaki stepped through the draft mission statements, remarking that this is a set of formidable missions although he would try his best.
    - Namkung proposed a small correction to Bullet 3 in p.1 of Takasaki’s handout, and the participants unanimously agreed. The text now should read: “Facilitate the equal sharing of information on all aspects of the GDE activities within the members of the Asian HEP and Accelerator communities, and the general public”.
    - D.Son remarked that Takasaki should consult the GDE Director Barish concerning the contents of this Mission statement.
  - Budgets, Grants and Fellowship
    - Takasaki remarked that a discussion is under way between himself and KEK Director Totsuka as to how to support R&D and design activities in the Asian Region.

**Next Meeting: The follow-up meeting will be held via TV/Video The tentative date (needs to be confirmed, and to be possibly revised) is either Sep. 21 or 22.**

## Participants List

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