

## Minutes of Meeting #13

WebEx, Wednesday, 11 July 2007

*Attending: Eckhard Elsen, Susanna Guiducci, Tom Mattison, Mark Palmer, Mauro Pivi, Junji Urakawa, Marco Venturini, Andy Wolski.*

### 1. Comments on Minutes of Meeting #12 (WebEx, 16 May 2007).

The minutes were accepted without modification.

### 2. EDR Task Force.

A document on “Proposed Organization of Damping Rings Area System for the ILC Engineering Design Phase” has been prepared at the request of the EDR Task Force. This outlines an organizational structure based on defined deliverables, and describes various roles and responsibilities for those involved in management and coordination. The structure is still under discussion.

There were some suggestions made to clarify the text, and make important aspects more prominent. There were also some questions, including:

- The structure specifies that each deliverable will have a single Principal Institution with prime responsibility for it, though there may be other Supporting Institutions contributing to the work for the deliverable. Will it be possible for several institutions to collaborate for a given deliverable, with each institution participating on an equal footing?

*The idea behind identifying a single Principal Institution for each deliverable is to emphasize accountability, and have clear lines of responsibility and communication. Having multiple Principal Institutions may be considered, but is not likely to be viewed favourably by the ILC senior management.*

- What is the time-scale for setting up the new structure?

*The EDR Task Force will produce a preliminary report in mid-August. Given the work needed to finalise the structure, identify Work Package Managers, define the deliverables, review proposals from interested participants, etc., getting a new structure in place by the end of 2007 may be a realistic goal.*

- What would be the role of S3 in the new structure?

*The continued existence of the Boards, including the RDB, is being discussed. The intention is that the plans for damping rings work in the engineering design phase include research, development and design on an equal footing. It is possible that S3 is replaced by a committee consisting of the Work Package Managers and the Damping Rings Manager.*

**Action:** All to send further comments and suggestions on the document “Proposed Organization of the Damping Rings Area System...” to Andy by the end of this week (13 July).

**Action:** Andy to revise the document on “Proposed Organization of the Damping Rings Area System...” to include comments and suggestions from S3, and to circulate the revised draft. A version agreed by S3 should be submitted to the EDR Task Force by the end of next week (20 July).

### 3. Parameters Database.

Andy has set up a database (in MS Access) for recording damping rings parameters. The intention is for the database to provide a single point of reference for all parameters related to specification and design of the damping rings. The data can be stored on a central server, and accessed via the internet (but using MS Access, or other database application as the client software; a web-based interface is not likely to be provided, at least in the short term). A similar system has already been set up for the R&D database, with a server provided by Cornell.

There was some discussion about how this system would relate to the EDMS and ILC document server. The present understanding is that these servers are principally intended for applications requiring basic upload/download of documents, and may not provide the functionality to support a true database application.

**Action:** Andy to send Eckhard a version of the Parameters database.

**Action:** Eckhard to discuss with EDMS support at DESY the possibility of supporting the database on the EDMS system.

**Action:** Andy to circulate among S3 instructions for connecting to the R&D database at Cornell.

**Action:** Those who have Access installed on their computers to try setting up a connection to the R&D database at Cornell.

### 4. Any other business.

- FP7 bid: discussions are in progress on the possibility of including some damping rings activities in a bid being prepared for the EU’s FP7 programme. The bid is likely to be at a fairly low level, of the order of three or four FTEs for three years, plus 200 kEuros for equipment/travel, and will be part of a larger bid including work for the beam delivery system and the positron source. The deadline for the bid is in February 2008.
- The issue was raised as to whether we should be holding more regular update meetings on the damping rings R&D. Given the restructuring expected for the engineering design phase, it may be appropriate to wait for the Work Package Managers to be put into place, who will then have responsibility for such meetings.
- Damping Rings Meeting in Korea, November 5-7, 2007. This needs to be organized.

**Action:** Andy to ask for volunteers to form an organizing committee.