

Oxford Positron Meeting Charge

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Goal: The goal of the Oxford ILC Positron Systems Meeting is to facilitate the development of the collaboration to design and carry out R&D in support of the ILC Positron System. It is important to organize the international activities so that the essential work for the TDR is accomplished on a priority basis and to reduce unnecessary duplication and activities not relevant to the ILC e⁺ system requirements.

Proposal: It is proposed that we meet formally as a group 3 times per year to discuss the status, progress, and plans for the various positron system design and R&D activities. The location of the meetings will cycle thru the three regions: Europe-Japan-US at approximately 4 month intervals, starting with the UK in September, 2006, Japan in February, 2007 and the US in June, 2007, and repeating. The meetings are typically 3 days long. The activities are divided into 9 broad topics. A topic discussion leader is named.

Format: For each meeting, the meeting chair will set an agenda to cover timely issues drawn from the fixed list of topics. The meeting chair should work with the topic leaders to decide which topics to cover at a particular meeting. Not all topics need be nor should be covered at each meeting. It will be useful if all topics are covered at least once during a calendar year; some topics will be covered more than once; and different aspects of a particular topic.

Organization: The meeting chair will be named by the ILC positron regional GDE representatives: J. Clarke, M. Kuriki, and J. Sheppard. The chair does not actually need to be from the region. Subsequent meeting chairs should be named by the end of a current meeting. Similarly, the roster of topic leaders should be affirmed at each meeting. Topic leaders will write a short summary for each meeting with an emphasis on accomplishments and action items. The meeting chair is responsible for collecting the topical summaries and writing an overall summary of progress and expected goals by the time of the next meeting.

Topical Discussion: Each activity should be introduced as to its purpose; its contribution to e⁺ production; the technical feasibility; and need for design, simulation, r&d, and prototyping. The present status of each activity should be discussed including the availability of resources (people and funding), milestones, schedules, and impediments.