

Dear Colleagues,

The project managers would like to invite you to attend a two day face-to-face meeting on

Review of the Proposal for the ILC Re-baseline for Technical Design Phase 2

to be held at **DESY on 2nd -3rd December, 2009.**

The meeting is titled: "ILC Accelerator Design & Integration – Review of the Proposal for the ILC Re-baseline". It will be listed in Indico through Home > Machine Design > Management > TD Phase Meetings.

Agenda and Background

The published TD Phase R&D Plan clearly indicates a goal to produce an updated reference baseline design at the end of TD Phase 1. This reference would supersede the current RDR baseline, and is primarily intended to be the basis of the design and cost activities in TDP-2, leading up to the publication of the TDR at the end of 2012.

The adoption of the updated reference baseline will occur early 2010, after some suitable external review and consultation with the global community. The exact mechanism for this process is still to be defined, but it will include a review by the Accelerator Advisory Panel (AAP) in January, 2010, and an open discussion at the next GDE Plenary meeting, LCWS10 in March, 2010.

Preparation of the 'Proposal for the ILC Re-baseline' document started in earnest at LCWA09 (Albuquerque) with the creation and distribution of an outline (<http://ilc.kek.jp/SB2009/SBSkeleton20091013.xls>) with provisional writing assignments. Draft content for each subsection is posted (<http://ilc.kek.jp/SB2009/>) along with a work schedule. Prior to the December DESY meeting, everyone's contributions will have been posted and we will have gone through iterations with individual authors at least once or twice.

At the December DESY meeting we intend to freeze the technical contents of the Proposal. We will discuss each of the roughly twenty sub-sections in turn, summarize each one, and resolve remaining issues to the greatest extent practical.

We will also begin preparation for the AAP review.

As was done for the preceding DESY meeting, in late May, we will invite representatives of the Physics and Detector Groups. We will solicit their input and expect their report to be included in the agenda.

We strongly urge all of you to make every effort to attend the December DESY meeting. Please let us know as soon as possible if you are able to attend. Logistics for the meeting have been arranged by Frank Lehner.

As always, we look forward to your questions, comments and suggestions.

Best regards,
Nick and Akira and Marc