

Dec. 19, 2005

To: To Whom It May Concern
From: Nobu Toge / CCB
Subject: Requests for Inputs in Completing the BCD

This memo is to let you know that GDE Change Control Board (CCB, check Dec. 15, 2005 issue of ILC Newslines at <http://www.linearcollider.org/newsline/>) is currently seeking your inputs that help the GDE complete the BCD towards the Bangalore meeting (<http://www.tifr.res.in/~lcws06/index.php>).

We are enumerating below the pertinent information:

1. The draft BCD (known as Strawman BCD) is currently available for viewing at http://www.linearcollider.org/wiki/doku.php?id=bcd:bcd_home . The basic specifications for the BCD are found at <http://www.linearcollider.org/cms/?pid=1000104> . This is what we aim to materialize.
2. The immediate goal of CCB is to improve the following three attributes of BCD:
 - Completeness,
 - Accuracy,
 - Consistency,and complete the BCD in ways that it serves as useful reference for the colleagues' subsequent efforts on RDR:
3. In this context, CCB is asking you to:
 - Point out any significant lack of completeness, accuracy or consistency of present BCD, and/or,
 - Proposals for specific content contributions which you expect to improve the completeness, accuracy or consistency of BCD.
4. You can communicate with CCB in the following way:
 - All communication on this matter should be directed electronically to ml-ccb@lcdev.kek.jp .
 - The communication to CCB should be concise and should specify the section in question, the issue you are raising, your possible contributions for improvement, and your reasoning behind these. MSWord files are the preferred media.
 - The deadline for your inputs this time is tentatively set to be Dec. 31, 2005.
5. A few notes that you might be interested to know:
 - You are strongly encouraged to conduct your review work, and drafting the improvements, through any of the GDE Area Groups, Global Groups or Work Groups, although this is not mandatory.
 - Members of CCB are trying to do the same review as laid out in 3, and may get in touch with any of you any time.
6. Handling of your inputs:
 - By default, all your inputs (including the ones originating from CCB members) will be publicly posted on the web. We will announce the URI, separately, as soon as it is ready.
 - CCB will then consolidate your inputs as "Request for Work" – RFW, possibly together with CCB's own comments and suggested priorities, by early/mid-January, and transmit

these to the authors of relevant BCD chapters and to the entire GDE members for further work.

- The consolidated RFW from CCB will be also publicly posted on the web.

We notice that we might not be able to complete all the suggested work for all identified issues found in the present BCD by the time of Bangalore meeting. The colleagues might raise important issues past the initial Dec.31 deadline, also. In that case, CCB will label such items as “Pending” and continue to work with you in the rest of the year 2006 and beyond.

We are also currently working on the formal procedures to follow in case of significant configuration changes in consultation with GDE Director, EC and board chairs. They will be announced, separately, soon.

We thank you, in advance, for your enthusiastic contributions.

Nobu Toge, representing GDE CCB