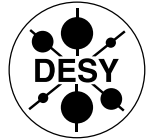


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Hamburg, 14.10.2005

To the

Participants & interested parties

of the

Foundation Meeting for the SCRF Forum

26th/27th of October in Hamburg

Re: Superconducting RF Accelerator Forum

Dear Sir or Madam,

With this letter I will try to give you a more precise overview on the agenda of the Foundation Meeting for the European SCRF Forum on 26th/27th October.

The main **objectives of the meeting** are to deliver a concise overview on the status of the current SCRF projects, especially ILC and XFEL, and to advance on our way to the formation of an effective organisation dedicated to the realisation of these projects through European institutes and companies. To achieve these objectives we specified and changed the provisional agenda in a way that guarantees first hand information through the leading representatives of the mentioned projects and gives additional room for a discussion of the Forum's Programme.

The **Act of Foundation of the European SCRF Forum** will consist of the following steps:

1. Decision on the statutes

The constitutional group¹ has worked out a proposal for the statutes of the Forum, which will be sent to you in a separate email next week. The hope of the CG is that the statutes can be agreed upon by the plenary without major modifications.

2. Membership

The membership of the companies and institutes will be established by agreeing to sign the final version of the statutes.

¹**France:** L. Rebuffi (industry), C. Arnault (laboratory), **Germany:** M. Peiniger (industry), D. Trines (laboratory), **Italy:** L. Corniani (industry), C. Pagani (laboratory), **Spain:** J. Romero Ruiz (industry), L. Miralles (laboratory), **United Kingdom:** D. Wilcox (industry), M. Dykes (laboratory), **Other countries:** P. van Otterloo (industry), **Additional Member:** K. Ebbinghaus (industry)

.../2

3. Nomination of the Coordination Board

The participants of the meeting are asked to consider candidates before the meeting. According to the proposed statutes the members of the board will be nominated by the representatives of their respective countries in advance and then confirmed by the plenary. It should be mentioned that the members of the constitutional group are willing to serve on the coordination board.

4. Election of the Spokesperson

The participants of the meeting are asked to think about proper candidates for this position.

As you see from the appended preliminary list of participants there are some people missing who came to the meeting in April. So, please, let us know at your earliest convenience whether you are going to attend the meeting or not, to help us plan the meeting.

We also like to encourage you to motivate interested parties, which did not attend the first meeting, to come this time.

Any of you still looking for an **accommodation** might be interested to hear that we again have reserved rooms at the Novotel (Contact: Ms. Stahl, Albert-Einstein-Ring 2, 22761 Hamburg, Tel.: 49-40-899520, Fax.: 49-40-89952333), where you should book directly under the keyword "SCRF Forum" for a cost per night incl. breakfast of € 80,-- and at the DESY Hostel (Contact: Ms. Hummerjohann, Tel.: 49-40-89982740, e-mail: hostel@desy.de), where you should register via a web form under the address http://guest-services.desy.de/hostel/registration/index_eng.html for a cost per night without breakfast of € 40,--.

Last but not least for planning purposes I would like to remember all of you to state whether you will participate in the **dinner on the Forum's eve**, 26th of October, if you haven't done this yet.

I am looking forward to seeing you in two weeks and remain,

Yours faithfully

Karsten Wurr

(Secretary to the Constitutional Group of the European SCRF Forum)

website <https://trac.lal.in2p3.fr/SCRF>

Enclosures:

1. Update of the Agenda
2. Preliminary List of Participants (as of October 14th, 2005)