

## **Formation of the Collaboration RDXX**

Only institute representatives have the right to vote. Institutes not present can transfer their vote to a proxy. One person can be the proxy for more than one institute. The main points of discussions and results of the votes will be recorded in minutes, which, after approval, will be distributed to the members of the collaboration board.

Part I.

1.) Establishment of the list of represented institutes (in persona / by proxy)

1\*.) Info from CERN / LHCC

2.) Late applications to join the collaboration

3.) Discussion on status of industrial partners

4.) Formation of the collaboration board (CB).  
Establishment of the list of CB members.

5.) Decision on election procedures

6.) Election of the chairperson of the CB and a deputy

7.) Recommendation of the 4 wise men concerning the structure of the collaboration

8.) Discussion of the organisational structure of the collaboration.

9.) Decision about the organisational structure

10.) Report of the 4 wise men about the search for spokesperson candidates

11.) Discussion and decision of election procedure for spokesperson(s)

- 12.) Presentation of spokesperson candidates. Each candidate gets the opportunity to briefly present her/himself within 5 minutes

#### Coffee Break

- 13.) Election of spokesperson(s) + deputy / Co-Spokesperson (depending on points 9. and 10.)
- 14.) Election of contact person at CERN, in case no spokesperson is stationed permanently at CERN.
- 15.) Discussion and decision on common fund (CF).  
Nomination + appointment of (CF) budget holder.
- 16.) Discussion and decision about publication policy and rules for representing the collaboration (conferences/workshops).

#### Part II.

Session is chaired by the spokesperson(s).

- 1.) Discussion of the program of the submitted proposal
- 2.) Discussion of possible topics for teams
- 3.) Discussion of the milestones
- 4.) Discussion of a short and medium term work plan
- 5.) Discussion/preparation of the presentation to the LHCC. This presentation is supposed to be given by the spokespersons(s).
- 6.) Next meeting ? Proposal: September 2002.
- 7.) A.O.B.