

Charge to the WG Conveners

Below is a short list of charges to conveners, which can be discussed with the IOC contacts at the first meeting of your WG.

The conveners are supposed to do the following tasks:

- 1) Make a prioritized list of issues that would be interesting to discuss, starting from the “Proposed WG Format” made by the IOC, which is available at <http://ckm2006.hepl.phys.nagoya-u.ac.jp/d1/committee.html>
This is a short list of items for the different working groups to define the boundaries between the different groups as well as to give some guideline on the important issue we would like to be discussed at the workshop. Please consider this document as a starting point. We invite you to produce an official working group document with a list of items and priorities.
- 2) Make agenda of the parallel working group, contact relevant physicists that they believe should be part of the workshop. In case of large experimental group, we suggest to contact appropriate physics group conveners from each experimental group. They will help suggest names.
- 3) We also explicitly ask the conveners to be “inclusive”, involving in the WG activities all the people active in the field.
- 4) Identify some specific work needed before the meeting at Nagoya, and make sure this work is done and reviewed at the workshop.
- 5) On the last day of the workshop, one of the co-conveners should summarize the discussions within the working group in the plenary session.
- 6) After the workshop, produce a written form of the summary talk on the activities of his/her working group. For this workshop, we decided to have proceedings from individual contributions.

Some instructions to the WG conveners

- 1) You may find some useful information in the committee HP, <http://ckm2006.hepl.phys.nagoya-u.ac.jp/d1/committee.html>

It provides,

- The list of working group conveners and their email address, as well as the IOC

contacts for each WG.

- The proposed WG format, as described above.
- Time table of the workshop.

2) In the “Time table”, we allocate 3/6/6/8/8/6 sessions (1 session = 90min.) for WG 1/2/3/4/5/6. Please consider this as a starting point. If you find more time is required, you may consult the IOC contact persons. Also some joint sessions may be arranged, if you find it is interesting (at CKM2005, there was a WG2-3 joint session for $b \rightarrow s$ related issues.).

3) The first to do is to contact your co-conveners immediately and set up an organization phone meeting. Perhaps an experimentalist convener can take the lead in setting this up. Since the time is limited, please try to have the first meeting by August 5.

4) Some members of the IOC have volunteered to be the working group facilitators and mentors (IOC contact). They will be the liaison between you and the IOC and will help for obtain any resources that you need for better organization of the workshop.

5) The workshop official HP is being constructed at,
<http://ckm2006.hepl.phys.nagoya-u.ac.jp/>.

A registration page will be functional by mid. August. We will also prepare mailing lists for each WG.

6) The most urgent business is to start preparing a list of topics for discussion in the WG and start contacting relevant physicists to participate in this workshop. Please keep in mind that peoples need be contacted well in advanced to attend the workshop, especially, those requested to take visa (we heard that travel plan need be reported 3 month prior recently at US-lab.). Therefore, we would appreciate if you could initiate the first round of this process as soon as possible.