

ELBNF Order of Business

iIEB Order of Business

Date	Action	Major Decisions
9/23/14	Formation of iIEB	Preparation of LOI to form a new international collaboration ELBNF
10/20/14	iIEB meeting	Public Release of LOI for signup
11/11/14	iIEB meeting	Formation of MOC (Memorendum of Collaboration) Committee
		Agreement to appoint an interim IB chair (iIBC)
12/1/14	1st MOCC meeting	MOC to be focused on the Spokespersons and the IB Chair's roles and election procedures
12/5/14	1st PI's meeting @ CERN	Announcement of iIBC, Sergio Bertolucci of CERN
12/10/14	2nd MOCC meeting	Order of Business, Requirements to be an collaborating institution
12/12/14	3rd MOCC meeting @ Fermilab	Agree on the Order of Business? 1st Rough draft of MOC?
12/12/14	2nd PI's meeting @ Fermilab	
12/20/14	LOI-PAC submission to PAC	
12/2x/14	3rd MOCC meeting	1st full draft of MOC
1/xx/15	4th MOCC meeting	2nd draft of MOC to be presented to iIEB
1/11/15	Deadline for LOI signup	Formation of Proto-IB: iIBC invitation to all LOI signing institutions to designate their IB's
		(require at least one faculty member or equivalent at labs)
1/yy/15	5th MOCC meeting	revised 3rd draft (possibly the final version) of MOC incorporating iIEB comments
1/zz/15	6th MOCC meeting (if necessary)	
1/22/15	1st Proto-collaboration meeting	Presentation of MOC by the iIBC to the proto-collaboration
	1st Proto-IB meeting	Approval of MOC by the proto-IB (one institution one vote)
		Formation of spokesperson election/nomination committee

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		Formation of collaboration constitution/by-laws committee
2/xx/15		Announcement of Spokesperson Candidates
2/yy/15	2nd Proto-IB meeting	
3/xx/15	Spokesperson Election	by a secret ballot electronically
		Establishment of IB Chair election procedure (iIBC)
3/yy/15	IB Chair Election	by a secret ballot electronically
4/xx/15	2nd Proto-collaboration meeting	Presentation and approval of the collaboration constitution
		Formal establishment of a full international collaboration
		(prior to this date, institutions can join the collaboration without an approval by the IB)