The committee should recommend a specific web based software solution, which may mean an integrated collection of distinct software packages that will allow ILC collaborators worldwide to store, search for and retrieve various kinds of documents.

At least three basic kinds of documents must be handled: 1) meeting/conference/seminar related files, 2) publications/white papers/notes and 3) engineering documents: CAD drawings, cost estimates, vendor quotes, and QC documents.

The recommendation of other related virtual communication tools may be made if they enhance the functioning of the basic document management system. Such tools may include calendars, agendas, emailing lists, email notification, discussion forums, user-modifiable ("wiki") web pages for interactive working group documentation, etc. The recommendation or incorporation of these tools should be considered secondary to the selection of system that supports the core functions of storage, search and retrieval.

Project management tools (WBS, scheduling, resource planning) are outside the scope of current charge.

One of the first deliverables of the group should be a written set of requirements for the software tools. The recommended solution must reflect the international, multi-institution nature of the ILC and should try to unify the work occurring in the different regions on the many disparate aspects of the ILC. A progress report to the GDE should be made at the December 2005 meeting. It is hoped that a decision can be made early enough in 2006 that implementation, testing and backfilling of the archive can occur before the fourth meeting of the GDE in March 2006, with release to the general ILC community targeted to April 1, 2006.