At its 86th meeting held on August 2, 2020, ICFA approved the formation of the International Linear Collider International Development Team (ILC-IDT, referred to here as the Team) with a mandate to make preparations for the ILC Pre-Lab in Japan, which is the next step in the ILC project.

The Team has commenced its work and is expected to complete its mandate by the end of 2021.

**Structure and function of the ILC-IDT**

The Team is hosted by KEK and consists of the Executive Board (EB) and three Working Groups (WG1, WG2 and WG3).

The EB comprises:
- a Chair;
- a member from each of the three regions contributing to the ILC effort (Americas, Asia-Pacific and Europe); and
- three ex-officio members (KEK liaison officer and Chairs of WG2 and WG3, whereas WG1 is chaired by the EB Chair).

The EB members are appointed by ICFA. The EB has the overall responsibility for the Pre-Lab preparation.

The EB and WG1 will carry out the key tasks of developing the function and organisational structure for the Pre-Lab. They will support the preparation of Memoranda of Understanding among the national laboratories and other interested parties for the operation of the Pre-Lab and will support discussions at the national authority level.

WG1 membership is established by the EB, includes the EB members and is chaired by the EB Chair.

WG2 conducts the ILC accelerator and facility work.

WG3 carries out the ILC physics and detector activities.

The members of WG2 and WG3 will be appointed by the EB.

**Executive Board and Working Group 1 (WG1):**
- Chair – Tatsuya Nakada (EPFL)

**Regional Representatives:**
- Europe – Steinar Stapnes (CERN)
- Americas – Andy Lankford (University of California, Irvine)
- Asia/Oceania – Geoffrey Taylor (University of Melbourne)

**Working Group 2 (WG2):**
- Chair – Shinichiro Michizono (KEK)

**Working Group 3 (WG3):**
- Chair – Hitoshi Murayama (University California Berkeley/ IPMU-University of Tokyo)

**KEK Liaison** - Yasuhiro Okada (KEK)

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