

# Coordinating Center Report

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## Abstract

This report summarizes the activities of the IVS Coordinating Center since the establishment of IVS, and forecasts the activities planned for the coming year.

## 1. Coordinating Center Operation

The IVS Coordinating Center is operated by NEOS, (National Earth Orientation Service), a joint effort for VLBI by the U.S. Naval Observatory and NASA Goddard Space Flight Center.

The main mission of the Coordinating Center is to provide communications and information for the IVS community and the greater scientific community and to coordinate the day-to-day and long-term activities of IVS.

The web server for the Coordinating Center is provided by Goddard. The address is

<http://ivscc.gsfc.nasa.gov>

The IVS web site holds all the charts and tables that describe the IVS as an organization. The site

## 2. Initial Activities

During the few months before and after the official inauguration of IVS, the Coordinating Center supported the following IVS activities:

- Feb. 11 Arranged the first IVS Directing Board meeting at Wettzell, Germany. Notes from this meeting were published on the IVS web site.
- Mar. 1 Set up the IVS web site at <http://ivscc.gsfc.nasa.gov>. The web site is the primary means of providing communication and information services to the IVS community.
- Mar. 5 Set up a mail system for IVS. All mail is archived and can be read on the web site. The address [ivsmail@ivscc.gsfc.nasa.gov](mailto:ivsmail@ivscc.gsfc.nasa.gov) is used for messages of general interest to the whole community.
- Mar. 8 Announced a contest for the IVS logo, and posted the logos for viewing on the web site.
- Mar. 29 Initiated mirror sites for the IVS web site at Communications Research Laboratory in Japan and Bundesamt für Kartographie und Geodäsie in Germany. The mirrors enable quicker connections for colleagues around the world.
- Apr. 8 Hosted a meeting of the IVS Chair and Coordinators. Notes from this meeting were published on the IVS web site.
- June Coordinated the receipt of contributions to the first IVS Annual Report.
- July 19 Arranged the second IVS Directing Board meeting at Birmingham, England.
- Aug. Published the first IVS Annual Report (this volume), covering the period of the year prior to the establishment of IVS.

### 3. Staff

The staff of the Coordinating Center is drawn from individuals who work at Goddard and USNO. The staff and their responsibilities are:

Name	Title	Responsibilities	Allocation
Nancy Vandenberg	Director	Web and data base design and content, Directing Board support, meeting support program, publications	50%
Cynthia Thomas	Operation Manager	Master schedule, resource management, session web pages, meetings support, special sessions support	50%
Frank Gomez	Web Manager	Web server administration, mail system maintenance, discussion system maintenance, data center support, session processing scripts, mirror site liaison	50%
Merri Sue Carter	Web Support Programmer	Web site maintenance, configuration files maintenance	10%
Karen Bayer	Publication Support Programmer	Publication processing programs	10%
<i>new hire</i>	Data Technician/Programmer	Data base maintenance and programming, site catalog inputs, report production, product delivery support	100%

### 4. Plans

During the period until March 1, 2000, the Coordinating Center plans to do the following:

- Work with the Canadians who will manage a web site for IVS analysis functions.
- Enhance the web site with links to IVS-coordinated observing sessions.
- Establish electronic discussion groups on topics of interest to the IVS community.
- Update the site catalog maintained by GSFC.
- Establish web access to the IVS data base of information.
- Set up configuration files for all IVS components.
- Coordinate the first IVS General Meeting, to be held in Kötzing, Germany, February 21-25, 2000.
- Publish the proceedings of the first IVS General Meeting.