

Coordinating Center Report

Nancy R. Vandenberg

Abstract

This report summarizes the activities of the IVS Coordinating Center during the year 2001, and forecasts activities planned for the year 2002.

1. Coordinating Center Operation

The IVS Coordinating Center is based at Goddard Space Flight Center and 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 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's home page is organized into three main sections: Service, Communications and Information, and Coordination. Within each main section there are three subsections, each of which contains links to tables, files, or other pages. The design of the home page is a "portal" style, which has many links on the top level and minimizes the number of clicks required to reach information.

2. Activities During 2001

During the period from January through December 2001, the Coordinating Center supported the following IVS activities:

- Directing Board support: Coordinated two IVS Directing Board meetings, at Goddard Space Flight Center, USA (February 2001) and at the Spanish Research Council in Barcelona, Spain (September 2001). Notes from each meeting were published on the IVS web site.
- Communications support: Maintained the IVS web site, e-mail lists, and web-based mail archive files. Set up new e-mail lists as needed. The e-mail system and the web site are the primary means of providing communication and information services to the IVS community.
- Publications: Published the 2000 Annual Report in spring 2001. Published the first edition of the IVS Newsletter in December 2001. All publications are available electronically as well as in print form.
- Master schedules: Generated and maintained the master observing schedule for 2001. Completed master schedules for all prior years of VLBI sessions, for use by analysts and coordinators. Coordinated VLBI resources for observing time, correlator usage, and tapes. Generated the proposed master schedule for 2002 and received approval from the Interim Program Committee.

- Meetings: Coordinated, with Local Committees, support for the first IVS Technical Operations Workshop (TOW), held at Haystack Observatory in March 2001; the second Analysis Workshop held in Greenbelt, MD in February 2001; and the second IVS General Meeting, to be held in Tsukuba, Japan in February 2002.
- Working Group 2: Participated in writing and reviewing the report of WG2 on observing programs.

3. Staff

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

Name	Title	Responsibilities	Allocation
Nancy Vandenberg	Director	Web design and content, Directing Board support, meeting support, session web pages, publications	75%
Cynthia Thomas	Operation Manager	Master schedule (current year), resource management, meetings and travel support, special sessions support	50%
Frank Gomez	Web Manager	Web server administration, mail system maintenance, data center support, session processing scripts, mirror site liaison	50%
Karen Baver	Publication Programmer and Editor	Publication processing programs, Latex support and editorial assistance	10%
Debra Gonzalez	Data Technician	Master schedules, resource monitoring, web site monitoring	30%

4. Plans for 2002

During the year 2002 the Coordinating Center plans include the following:

- Publish the 2001 Annual Report (this volume).
- With the LOC, coordinate the second General Meeting and the mini-TOW meeting, to be held in Tsukuba, Japan in February 2002. Publish proceedings of the meeting.
- Support Directing Board meetings in Tsukuba, Japan (February) and a location to be determined for the fall meeting.
- Coordinate Directing Board elections in the fourth quarter.
- Coordinate the 2002 master observing schedule and IVS resources, and coordinate the initial version of the 2003 master schedule.
- Publish Newsletter issues in April, August, and December.
- Begin work on an IVS color brochure.