

Coordinating Center Report

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Abstract

This report summarizes the activities of the IVS Coordinating Center during the year 2002, and forecasts activities planned for the year 2003.

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 2002

During the period from January through December 2002, the Coordinating Center supported the following IVS activities:

- Directing Board support: Coordinated two IVS Directing Board meetings, one at Tsukuba, Japan, on the occasion of the General Meeting (February 2002) and one at Haystack Observatory (October 2002). 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. Set up a data base with names and addresses of Associate Members, Corresponding Members, and others interested in IVS publications.
- Publications: Published the 2001 Annual Report in spring 2002. Published the Proceedings of the second General Meeting. Published three editions of the IVS Newsletter in April, August, and December, 2002. All publications are available electronically as well as in print form.
- 2002 Master Schedule: Generated and maintained the master observing schedule for 2002 which included the new IVS designated sessions for the first time. Coordinated VLBI re-

sources for observing time, correlator usage, and tapes. Began to coordinate the usage of Mark 5 systems at IVS stations.

- 2003 Master Schedule: Generated the proposed master schedule for 2003 and received approval from the Interim Program Committee.
- Meetings: Coordinated, with the Local Committee, support for the second IVS General Meeting, held in Tsukuba, Japan in February 2002.
- Observing Program Committee (OPC): Coordinated monthly meetings of the OPC to monitor the observing program, review problems, and discuss changes.

The Coordinating Center closely monitored the new IVS R1 and R4 sessions for timeliness because our goal was to deliver the data bases within 15 days of observing. The figure shows that the time delay for the R4 sessions remained at a steady level all year, since these sessions are the direct descendant of the NEOS sessions and the Washington Correlator was experienced in turning around these sessions. The time delay for the R1 sessions was quite long in the beginning of the year as the Haystack and Bonn Correlators became accustomed to the rapid turnaround requirements. The time delay quickly settled to the target of 15 days.

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 2003

The Coordinating Center plans for 2003 include the following:

- Publish the 2002 Annual Report (this volume).

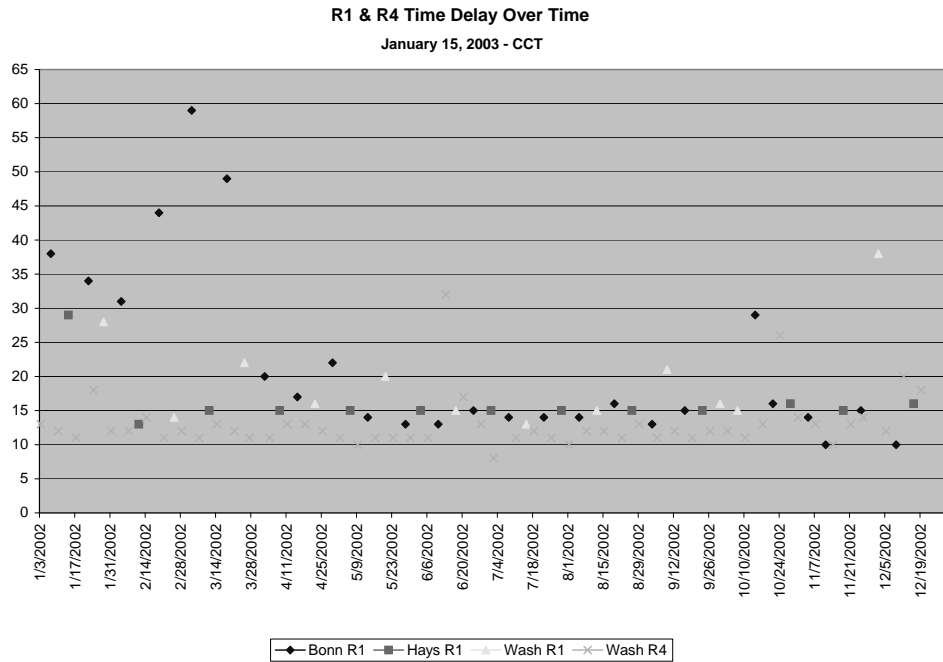


Figure 1. **R1 and R4 time delay during 2002.** The time delay is the time between data acquisition and availability of the data base.

- With the LOCs, coordinate the fourth IVS Analysis Workshop to be held at Paris Observatory in April 2003 and the second IVS Technical Operations Workshop (TOW), to be held at Haystack Observatory in June 2003.
- Support Directing Board meetings in 2003. Coordinate bi-annual elections of new board members.
- Coordinate the 2003 master observing schedule and IVS resources, and coordinate the initial version of the 2004 master schedule.
- Publish Newsletter issues in April, August, and December.
- Coordinate deployment of Mark 5 systems throughout the IVS.
- Publish an IVS color brochure.