

# Coordinating Center Report

*Nancy R. Vandenberg, Dirk Behrend*

## Abstract

This report summarizes the activities of the IVS Coordinating Center during the year 2004, and forecasts activities planned for the year 2005.

## 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>

## 2. Activities During 2004

During the period from January through December 2004, the Coordinating Center supported the following IVS activities:

- Directing Board support: Coordinated, with local committees, two IVS Directing Board meetings, in Ottawa, Canada (February 2004) and Makuhari, Japan (October 2004). Notes from each meeting were published on the IVS web site.
- Communications support: Coordinated the team that worked on the re-design of the IVS web site. Maintained e-mail lists and web-based mail archive files.
- Publications: Published the 2003 Annual Report in spring 2004. Published three editions of the IVS Newsletter in April, August, and December, 2004. Published the Proceedings of the third IVS General Meeting in summer 2004. All publications are available electronically as well as in print form.
- 2004 Master Schedule: Generated and maintained the master observing schedule for 2004. Coordinated VLBI resources for observing time, correlator usage, tapes and disk modules. Coordinated the usage of Mark 5 systems at IVS stations and efficient deployment of disk modules.
- 2005 Master Schedule: Generated the proposed master schedule for 2005 and received approval from the Observing Program Committee.
- Meetings: Coordinated, with the NRCan Local Committee, the third IVS General Meeting, held in Ottawa, Canada in February 2004. Chaired the Program Committee for the meeting.
- Observing Program Committee (OPC): Coordinated meetings of the OPC to monitor the observing program, review problems and issues, and discuss changes.

### 3. Web Site Re-design

The re-design of the IVS web site, which was started in 2003, was accomplished in late spring 2004 and the new site was installed in June. Maintenance of the new site was continued.

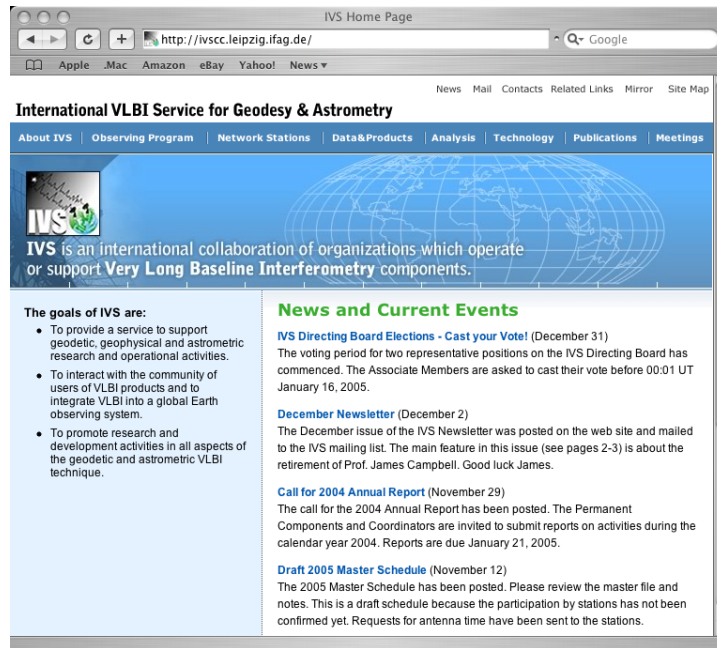


Figure 1. **IVS home page.** This screen shot (from Safari web browser) shows the new IVS home page at the BKG mirror site in Leipzig. The page displays the IVS logo, mission statement, goals, and current news and events. Navigation is accomplished with the section links “About IVS”, “Observing Program”, and so on which appear on every page. Other useful links such as “News” and “Mail” are compiled in a secondary navigation bar in the upper right.

The web site covers three main topics for IVS: activities, organization, and products. The site works to serve three main purposes:

- To provide a location on the web for IVS members and members of the scientific community to find data, products and general information provided by IVS.
- To act as a hub of information for IVS members. Since participants in the program are spread all over the world, the web site can act as a good resource to keep members informed of IVS activities.
- To promote IVS and to educate the scientific community and other interested parties in the work IVS is doing.

The new site offers much improved navigation, updated content, and a logical structure. The IVS Web Team was led by Nancy Vandenberg (NVI/GSFC) and included Hayo Hase (BKG), Yasuhiro Koyama (NICT), Zinovy Malkin (IAA), Dan Smythe (Haystack), Christoph Steinforth (GIUB). The site design and initial site construction were done by web designer Doug League of the Technical Information Services Branch at NASA’s Goddard Space Flight Center. The site’s home

page is <http://ivscc.gsfc.nasa.gov/>. Mirror addresses are <http://ivscc.leipzig.ifag.de/> at BKG in Germany and <http://ivs.nict.go.jp/mirror/> at NICT in Japan.

#### 4. 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 site overview, Directing Board support, meetings, publications	50%
Dirk Behrend	Deputy Director	Web site maintenance, e-mail system maintenance, meetings coordination, publications	50%
Cynthia Thomas	Operation Manager	Master schedule (current year), resource management, meetings and travel support, special sessions	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, session web pages monitoring	30%

#### 5. Plans for 2005

The Coordinating Center plans for 2005 include the following:

- Support the new IVS web site and implement new station pages.
- Publish the 2004 Annual Report (this volume).
- Coordinate the Technical Operations Workshop (TOW), to be held at Haystack Observatory.
- Coordinate, with the local committee, the fourth IVS General Meeting, to be held in Concepcion, Chile, in February 2006.
- Support Directing Board meetings in 2005.
- Coordinate Directing Board elections.
- Coordinate the 2005 master observing schedule and IVS resources.
- Publish Newsletter issues in April, August, and December.
- Publish an IVS color brochure.