

Coordinating Center Report

Nancy R. Vandenberg

Abstract

This report summarizes the activities of the IVS Coordinating Center from the establishment of IVS to the end of 2000, and forecasts activities planned for the year 2001.

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. Initial Activities

During the period beginning with the official inauguration of IVS and ending in December 2000, the Coordinating Center supported the following IVS activities:

- Directing Board support: Coordinated four IVS Directing Board meetings, in Birmingham (UK), Wettzell (Germany), Paris Observatory (France), and at Goddard Space Flight Center (USA). 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. 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 first Annual Report in summer, 1999; proceedings of the first IVS General Meeting in spring, 2000. Published the IVS flyer in fall, 2000. All publications are available electronically as well as in print form.
- Master schedules: Generated master observing schedules for 2000 and 2001. Set up master schedules for all prior years of VLBI sessions, for use by analysts and coordinators. Coordinated VLBI resources for observing time, Mark III/IV correlator usage, and tapes.
- Meetings: Coordinated, with Local Committees, support for the first IVS General Meeting held in Kötzing, Germany in February 2000 and the second Analysis Workshop held in Greenbelt, MD in February 2001.

- IVS Logo: Worked with the Directing Board and graphic artist to develop the official IVS logo, which may be seen on the cover of this publication.

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 and data base design and content, Directing Board support, meeting support, session web pages, publications	75%
Cynthia Thomas	Operation Manager	Master schedule, resource management, 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%
Karen Bayer	Publication Support Programmer and Editor	Publication processing programs, Latex support and editorial assistance	10%

4. Plans

During the year 2001 the Coordinating Center plans include the following:

- Publish the 2000 Annual Report (this volume).
- Coordinate the first Technical Operations Workshop (TOW), to be held at Haystack Observatory in March, 2001.
- Coordinate the second General Meeting and the third Analysis Workshop, to be held in Tsukuba, Japan in February 2002.
- Support Directing Board meetings in Greenbelt, MD (February) and Barcelona, Spain (September).
- Work with the Analysis Coordinator to improve the access by IVS Analysis Centers to data and products via the IVS web site.
- Work with the Network Coordinator to improve the reporting of station performance data via the IVS web site.
- Coordinate the 2001 master observing schedule and IVS resources, and coordinate the initial version of the 2002 master schedule.