

NRAO/GBO USERS COMMITTEE CHARGE

15 March 2021

OVERVIEW

The Users Committee is a scientific advisory group that provides input to the National Radio Astronomy Observatory (NRAO) and the Green Bank Observatory (GBO) on issues that affect the Observatory's scientific productivity and user relations. The key roles and responsibilities of the NRAO/GBO Users Committee are described in the following sections, including the Committee's charge, membership, meetings, and annual calendar.

CHARGE

The NRAO/GBO Users Committee plays an important role in the functioning of the Observatories, advising on matters of concern to those whose research is dependent on the NRAO and GBO research facilities. The specific charge to the Users Committee from the Observatories follows.

- Provide advice to NRAO/GBO on scientific, technical, operational, and development issues relating to the astronomical community's current and future use of NRAO/GBO research facilities, including the Atacama Large Millimeter/submillimeter Array, the Very Large Array, the Very Long Baseline Array, and the Green Bank Telescope.
- Make recommendations to NRAO/GBO that maximize the Observatories' scientific productivity and improve their effectiveness for the user community.
- Consult widely with current and potential NRAO/GBO users and communicate their requirements, recommendations, issues, and concerns to the Observatory.
- Deliver an annual report to the NRAO/GBO Directors that summarizes the Committee's recommendations and concerns.

The Committee may also become involved in advocacy and outreach on behalf of NRAO/GBO. In recent years, the Committee has become increasingly active in advising the Observatories between formal meetings. This is a valuable role that NRAO/GBO welcomes and encourages.

MEMBERSHIP

The NRAO/GBO Users Committee is a group of approximately fifteen (15) to twenty (20) members of the science and engineering communities that represents a broad range of these communities' research interests and user requirements. The term of service for each Committee member is four (4) calendar years. Users Committee members are typically active users of one or more NRAO/GBO research facilities. The Observatories strive to assure that the Committee membership is balanced with respect to geography, gender, and seniority. Travel expenses for attending the face-to-face meetings are paid by NRAO/GBO.

The Committee annually elects a Chair and a Deputy Chair from its membership. The expectation is that the current year's Deputy Chair will be the following year's Chair. The Chair and Deputy Chair

share the duties of organizing the Committee's business, including meetings and the annual report to the NRAO and GBO Directors.

MEETINGS

The Committee meets face-to-face annually for two to three days, during which the Committee and the Observatory conduct a detailed review of NRAO/GBO telescope and instrumentation status; research & development projects; Observatory-supported software systems; policies for proposal submission, user support, and observing time allocation; and plans for future instrumentation and capabilities. This meeting concludes with an Executive Session briefing to the NRAO/GBO Directors.

The annual Users Committee meeting is scheduled at a mutually agreeable time in April, May, or June that optimizes attendance by Committee members and guarantees the attendance of the Chair and Deputy Chair. The annual meeting rotates among the major NRAO/GBO sites: Socorro, Charlottesville, and Green Bank. The committee writes and delivers a report to the NRAO/GBO Directors after each annual meeting.

A tele-conference update on progress and issues affecting the user community is scheduled as soon as practical after the winter American Astronomical Society meeting. This tele-conference update typically requires 90 minutes and includes finalizing the annual meeting date.

ANNUAL CALENDAR

December – March: The NRAO and GBO Directors individually contact nominees, finalize the new Committee members, and communicate with the Committee and NRAO/GBO scientific staff and management regarding the new members. The annual meeting date is determined.

February – March: The Committee convenes via tele-conference with NRAO/GBO after the winter American Astronomical Society meeting for an update on progress and issues affecting the Observatory's user community. The annual face-to-face meeting agenda is determined.

April – June: The NRAO/GBO Users Committee convenes for a face-to-face meeting with Observatory staff. This face-to-face meeting rotates between the NRAO/GBO facilities in Charlottesville, Green Bank, and Socorro.

June – July: The Users Committee delivers its annual written report to the NRAO and GBO Directors.

August – September: The NRAO and GBO Directors respond to the Users Committee Report.

November – December: The NRAO and GBO Directors seek nominations from senior NRAO scientific and management staff for new Committee members to replace those members whose terms are ending.