

MMA SITE ACTION ITEMS

15 May 1998

Below I've tried to summarize our telephone discussion of May 15, 1998. The purpose of the discussion was to suggest ways that we might limit the expense we are incurring in helping groups other than our own on the MMA Site. There are actions expected from Hardy, Radford and Brown. When you have a chance to act on these issues write the result of your work in the form of a memo and send it to me with a copy to Carolyn White. Clearly, not everything will be resolved in a single iteration; your 'results' could be a call to meet again or in a wider forum.

1. Eduardo to talk with Daniel Hofstadt about the following:

- Reaffirm our commitment to the "NRAO-ESO" joint site testing plan that Daniel and RLB previously agreed. Specifically, we work on site issues together using one person from ESO (Angel) and one person from NRAO (Geraldo, at the present time) who share the NRAO and ESO chores; Angel to set priorities for this effort. In addition we split 50/50 the cost and maintenance of a single vehicle to be garaged in Antofagasta.

- Discuss and try and agree on a way for us to handle the requests for help from outside groups working on the site. Here outside means any group other than NRAO and ESO. Our suggestion is that we bill all the outside groups for the out-of-pocket expenses of "our" people, i.e. Angel and Geraldo. Those costs to be billed are vehicle rental (for our people), per diem and lodging. We are not proposing that any overhead charge be included, we just want to recover the costs we incur in having our people assist the outside groups. We do not propose that anything be charged for assistance in making hotel or vehicle rental reservations, that is, no charge for anything done without leaving the office in Antofagasta.

- The accounting and billing of the work done for others may need some negotiation. Conceptually, the idea would be for our people to submit to us a travel reimbursement claim when they return from a task done for others. We simply forward those costs in the form of a bill to whichever of the outside groups asked for help. The billing could be done separately by NRAO for Geraldo's time and ESO for Angel's time. Or we would be happy if it were all done by ESO as long as there was a way to return the funds to the "joint site testing effort". I'm unclear as to how that might work but perhaps Daniel can suggest a mechanism.

- Let Daniel know that the issue of work for outside groups has become an increasing concern for us when Angel signs-up for long-term work with one of the groups, e.g. CalTech most recently. This means that the work he cannot do gets offloaded onto Geraldo and our expenses as a consequence go up. How is this best dealt with?

2. Simon to talk to Bill Porter and SAO

- Verify with Bill that SAO is being billed for the cryogenics they are using in the FTS. If this is not happening agree with Bill on a way to accomplish it.

- Talk with SAO (Scott Paine?) and let them know that it is our intent to terminate the support we've been giving them for the FTS on Chajnantor. The costs of sending Geraldo to the site every two weeks are beyond the resources we have. If he'd like to talk about reimbursement for Geraldo it would be fine to open that discussion; but we should not agree to continue to support their FTS at our expense beyond 1 Oct 98.

3. Simon and Eduardo. Define a plan to recruit a replacement for Geraldo assuming this will be necessary. Agree on whether that person is a NRAO employee, a CTIO contractor such as

Geraldo is or what.

4. RLB. If Daniel and Eduardo agree to bill the outside groups by some procedure they feel is workable, RLB will send a notice to all the outside groups informing them of the new policy. It would be good to have this in place by ~1 July if possible.

5. Outstanding Issues to be discussed with those to whom you speak:

-Radiosonde collaboration. Is it necessary for Angel or Geraldo to provide on-site support for any of the groups launching radiosondes? Any commitments made? What about the data handling, any plans yet? Would it be useful for us (NRAO-Radford) to volunteer to be the repository of radiosonde launch data even if this required some organization or data reduction?

-Cornell seeing tests. This is a joint venture with ESO (Marc Sarazin). Do we seek reimbursement for Geraldo's expenses in supporting this work? That is, is it ESO work? Daniel should be asked to shed some light on this question.

-Bob