

CHARTER for ASAC Rev. 14 Feb, 2000

Final

I. The ALMA Scientific Advisory Committee (ASAC) was formed by the ALMA Coordinating Committee (ACC) to provide scientific advice to the ACC, to the ALMA Executive Committee (AEC), and to the Project Scientists. The ASAC will also provide communications to the wider community.

II. To fulfill these goals, the ASAC will take the following steps:

- 1) Hold monthly telecons.
- 2) Meet face-to-face as needed. In the current phase, we plan to meet before each meeting of the ACC. The frequency of meetings may decrease as ALMA becomes more fully defined, but we will probably meet at least once per year.
- 3) Produce a report to the ACC, with a copy to the AEC, before each meeting of the ACC.
- 4) Reply to questions from ALMA project staff and raise issues for their consideration via minutes or "white papers".
- 5) Designate a member of the ASAC to act as liaison to each of the working groups in the project.
- 6) Establish a web site where the community can learn what issues we are addressing and provide input. We will post minutes of telecons and meetings there, as well as reports to the ACC, subject to approval of the ACC.
- 7) Announce our existence and membership in astronomical newsletters, expressing our interest in receiving questions and advice and in giving colloquia about ALMA.

III. We have agreed to the following procedures.

- 1) We will have a Chairperson and a Vice-Chairperson at all times. At the end of each face-to-face meeting, the Vice-Chairperson will become Chairperson and we will elect a new Vice-Chairperson. We expect the role of Chairperson to rotate between North America and Europe.
- 2) Decisions will be made by simple majority. A minority report may be included in the report to the ACC.
- 3) Normally, we will communicate through the Project Scientists, both in receiving questions from the project technical staff and in providing answers. However, direct communication with project staff will be used for clarifications, information, etc. The liaison members are an example of this direct communication.

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