

North American Division Heads Meeting
14th July 2003

Attendees:

L. Avery	A. Perfetto
J. Bauer	S. Radford
J. Bolyard	M. Rafal
C. Cunningham	R. Simon
C. Janes	D. Sramek
J. Kingsley	J. Webber
J. Mangum	A. Wootten
J. Payne	

ADMINISTRATION *(M. Rafal)*

There is discussion that the next ALMA Week may run concurrent with AMAC; AMAC tentatively scheduled for 16th-17th October; ALMA would begin after that, possibly the 20th through 23rd. This would be a single trip with a Saturday night stay. Location is currently Germany, most likely Garching.

Systems Engineering Design Review – Requirements to be a one-day teleconference. The SE design review could perhaps be a one-day face-to-face meeting at the end of ALMA Week.

SAFETY *(J. Bolyard)*

- Update report on safety areas – forwarded job description for safety person to be located in Chile to Massimo
- Who has the responsibility for safety on-site? JAO believes that it does, and safety officer should report to the Director. The Director decided what information is then forwarded to Executives. NRAO point of view is that since the JAO is not a legal entity, this responsibility must remain as a joint responsibility of the Executives.
- 2 new Safety Documents out, will soon be posted on ALMAEDM for review and comments –
 - 1) Risk Assessment Procedures
 - 2) Machinery Safety (Safety design for building equipment)
- Safety Management Plan is still under discussion

- Conversion of Chilean Safety Standards needs to be translated into English. There are many documents, large amount of work. Expensive to have done. Should start by translating the Table of Contents.

ADMINISTRATION/FINANCES

(R. Simon)

- New Hires: Fiscal is slow so add people if they do not appear on your list that month. Please inform Richard Simon.
- Budget – The first version needed by Ted Miller by the end of the month. Current budget goes back to October.
- 16th October Version D plan is the latest *approved* budget
- Massimo has asked for biweekly IPT updates to be discussed at the JAO/IPT Meetings on Mondays. Special emphasis on Level 2 milestones being updated. Try to send a copy to Richard also so that can send out a revised summary list on the Monday morning before the meeting. Janet has sent out the form to use.

ANTENNA

(J. Kingsley)

- Nutator delayed until this week.
- Antenna working with Vertex

FRONT END

(C. Cunningham)

- Nothing to report

BACK END

(C. Janes)

- Nothing to report

LOCAL OSCILLATOR

(J. Payne)

- Nothing to report

CORRELATOR

(J. Webber)

- For the CDR at the end of August there are irreconcilable conflicts for the schedule. Still working on trying to achieve dates.

COMPUTING

(B. Glendenning)

- No report

SYSTEMS ENGINEERING

(D. Sramek)

- Check product assurance requirements
- Review all top level requirements by 1st September

SCIENCE *(A. Wootten)*

- ANASAC Meeting will be 25th August at O'Hare Airport
- Al and Ewine have been appointed "Acting" Project Scientists

ACTION ITEM

NEXT teleconference will be on Monday, 28^h July