

NORTH AMERICAN DIVISION HEADS MEETING
11th August 2003

Attendees:

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

MANAGEMENT *(M. Rafal)*

AMAC is now 13th & 14th October in Dwingeloo, Netherlands. Only information we have right now, Board is working on charge. More information to follow.

Mini ALMA Week – 17th through 20th September only available dates when the majority of staff will be available

Charlottesville is not possible due to hotel space sold out on the Thursday and Friday
Richmond is a strong possibility. Do we want it in Richmond or perhaps go to Socorro?
Consensus basically to have it in Charlottesville.
Chicago and Atlanta Airports suggested

Lease signed for the new technical facility in Charlottesville, target date for moving in is mid-October. Should have CDL on Ivy Road emptied out by end of December 2003. IPTs should relook at their milestones to see if the move will have any impact on the scheduled milestones.

Correlator CDR Update

Correlator CDR dates undetermined. May not happen directly after the mini ALMA Week. People's availability is the biggest problem at the moment, scheduling is a major problem. Suggestions have been presented for the Chairman to the JAO. Preparing documentation will not delay review in any way.

SITE *(S. Radford)*

- Road construction has been started in Chile. Crew on site.
- M3 is nearing completion of 85% design of the antenna foundation. Should be complete by end of month. Quick review is being organized by Simon with Dick.

- Revised floor plan for building. Includes all revisions for Back End and Computing. Work is proceeding with building foundation and shell.
- Formal ground breaking in Chile is scheduled for November. What will the attendance be? It will be an invite list only, not a large project presence at the site.
- Board meeting in Santiago the week before the groundbreaking.

ANTENNA

(J. Kingsley)

- On site residual issues being worked out with Vertex
- Antenna is ready for first servicing, working on cost with Vertex.

FRONT END

(C. Cunningham)

- Manufacturing readiness review for the cryostat went well, SOW and contract ready to go. Work should start in the UK. RAL delay.
- Antenna ICD ongoing piece of work. Antenna Front End Service Vehicle still outstanding.
- Working on the Statement of Work for Band 3 and Band 6.
- Interviewed candidates for the Band 6 Project Manager
- Delta PDR will be a telecon, meant originally for September, most likely will slip to October.

BACK END

(C. Janes)

- Manufacturing has started!
- The Letter for the RFQ for the Down Converter has gone out, bid opening is in December. Looking for a large quantity of companies to respond.
- Received SOW for the digitizer from France. Have never seen a document like this before. Not sure how to respond. Documents very late.
- LO Area- Combining Back End and LO bi-weekly reports. Clint will be writing them every two weeks. Marc prefers to have John writing the LO report every two weeks.
- Marc to have discussion with John Payne regarding i) the writing of the Bi-weekly IPT/Group Report and ii) LO milestone activity.

COMPUTING

No report this week

CORRELATOR

(J. Webber)

- Completed the final form of the final form of the ICD to the Back End/LO and the Site. Sent to IPT Leaders (Janes and Radford) for their comments.
- Begun RFI measurements on the racks.
- Hardware side – begun testing of the optical receiver substitute card.
- More work on the FRI filter multiple output filter design and simulation, getting close to being done.

SYSTEMS ENGINEERING

(D. Sramek)

- Looking at top level safety standards and engineering requirements documents. Trying to move them along to get them into the Systems Requirements Review upcoming. Making good progress on safety standards. Each regional group can work with their own national/regional standards.
- AMC/RFI – progress slow. Lot of work to be done.
- Looking to have a systems requirement review in September. Sent out email outlining what the review should look like. The idea is to firm up requirements. Time scale is very tight to have everything ready.
- Larry has issued a draft Systems Description document. Now going out for preliminary review. IPTs that are affected should read and return comments.
- Partial purge of ALMA EDM to free up seats. May make 40-50 slots available.
- Guidelines and Requirements for Reviews – ready for comments. Up before the Change Control Board on 12th August.

SCIENCE

No report from AI this week

Operations Planning – Darrell Emerson

- Coming up with proposal to revise the ALMA Project Plan, Chapter 6.
- Deadline for the draft is 3rd October.
- Recommendation and changes will be considered by the Board in early November.

SAFETY

(J. Bolyard)

- Finalizing documents to put on the DAR.
- Rules for Access for Contractors and Visitors.