

ANASAC Terms of Reference

7 August 2010

An actively involved North American astronomy community is fundamental to the ultimate success of ALMA. The ALMA North American Science Advisory Committee (ANASAC) is set up to advise the NRAO Director how best to engage the whole North American scientific community in the ALMA project and to foster the ALMA user community. The ANASAC was established by the NRAO Director on 28 February, 2003. This document describes the current terms of reference for the ANASAC.

Terms of Reference

1. Members of the ANASAC shall be appointed by the NRAO Director from the North American astronomy community. Roughly one-third of the membership will rotate off each year and be replaced by new members. Appointments are for ~three year terms, beginning September 1, with the member's final year ending on December 1, for a total term of three years and three months. The extension beyond three years allows overlap between new members and outgoing members; in particular, it allows new members to attend the yearly face-to-face meeting in the fall, before the outgoing members rotate off.
2. The chair of the ANASAC shall be elected by the ANASAC. The chair shall be elected for one year, but can be re-elected.
3. The North American (NA) ASAC members will be members of the ANASAC.
4. The North American ALMA Project Scientist (NAPS) will organize ANASAC meetings in conjunction with the Head of the North American ALMA Science Center (NAASC) and the ANASAC chair. Formally, the NAPS and the head of the NAASC are not members of the ANASAC, but will participate as of right in the meeting. Neither the NAPS nor the head of the NAASC has a vote and they are not required to participate in the consensus decisions of the ANASAC.
5. The ANASAC shall have four primary mandates:
 - Advise the Director of NRAO on issues relating to the scientific use of ALMA, including scientific and technical requirements for ALMA, user support, preparatory programs with existing facilities, and/or providing access to new facilities in Chile, science with ALMA during the construction and commissioning stage, definition and preparation for the NAASC, priorities for ALMA Chilean operations and the ALMA development plans.

- Provide a conduit between the NRAO and the NA scientific community for dissemination of information pertaining to the status and progress of the ALMA construction project and operations.
 - Provide input to the NA ASAC members on charges given to the ASAC by the ALMA Board.
 - Carry out other tasks as may be requested by the NRAO Director.
6. There will be one ANASAC face to face meeting a year. The ANASAC will be presented formal charges from NRAO, and they will make specific recommendations to the NRAO Director on these charges in their report from the meeting. The NRAO Director shall accept, modify, or reject such recommendations, and convey a written response to the ANASAC through the Chair.
 7. The ANASAC shall hold teleconferences roughly once every two months to be informed of project status, and to discuss timely issues relating to ALMA, and whenever appropriate should be held prior to scheduled ASAC meetings. Interim charges (i.e. outside the time frame of the face to face meeting) can be presented by the NRAO to the ANASAC, with an interim report from the ANASAC based on the teleconference discussions.
 8. The ANASAC shall agree on its own Rules of Procedure, and shall seek to reach conclusions by consensus. Dissenting opinions to written recommendations in report shall be clearly indicated.