

# ANASAC Terms of Reference

## August 2013

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. The North American members of the ALMA Science Advisory Committee will constitute the ANASAC and membership will be contemporaneous with ASAC membership, with appointments for three year terms. Additional members may be appointed to the ANASAC by the NRAO Director.
2. ANASAC members will constitute a subcommittee of members of the NRAO Users Committee.
3. The chair of the ANASAC shall be elected by the ANASAC and will normally be the ASAC/NA Vice Chair. The chair shall be elected for one year, and may be re-elected.
4. The North American ALMA Program Scientist (NAPS) will organize ANASAC meetings in conjunction with the NRAO Assistant Director for ALMA Operations and the ANASAC chair. Formally, the NAPS and the ALMA Operations AD are not members of the ANASAC, but will participate as of right in the meeting. Neither the NAPS nor the NA ALMA Operations AD 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, priorities for NA Operations, and priorities for the NA ALMA Development Program.
  - Provide a conduit between the NRAO and the NA scientific community for

dissemination of information pertaining to the status and progress of ALMA operations.

- Develop responses to 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 face to face meeting a year, normally held at the NRAO Users Committee meeting. Formal Charges will be presented from NRAO, and ANASAC will make specific recommendations to the NRAO Director on these charges in the Users Committee Report from the meeting.
  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.