Department of Physics and Astronomy   4129 Frederick Reines Hall
Office of the Chair   Irvine, CA 92697-4575

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To: Ken Sembach; STScI, Director
        John Mather; GSFC, JWST Senior Project Scientist
        Neill Reid; STScI, Science Mission Office

From: James Bullock on behalf of the JWST Users Committee (JSTUC)

After a productive all-hands remote meeting in May 2018 and several follow up
conversations among JSTUC Members, I am pleased to provide a formal set of
recommendations and updates on behalf of the committee.

One disconcerting realization from the May meeting is that the Observatory Test Bed
is not functioning properly. We concur with the general assessment that getting OTB
working is a high priority. The current problem is delaying the implementation of
observing modes and even affecting APT estimates. We encourage STScI and the
JWST project do whatever is necessary to get the issues fixed. One recommendation is
to ensure that there is a point person with directive and authority to focus resources
towards fixing the problem.

Once the OTB obstacle is cleared, the JSTUC look forward to working with relevant
personnel to address the community's priorities for new capabilities earlier in the
science mission. It would help us in this exercise to have a timeline from both STScI
and NASA for the future developments until launch, which will make it easier to look
at any possibility to envision new functionalities.

Feedback from our constituency has brought to our attention the need to provide a
version of ETC that is both quicker to run and simpler to implement, an "ETC-Light."
While powerful, the current version of ETC is cumbersome and slow during the all-
important exploratory phase of science planning. An ETC-Light would allow
streamlined inputs and have improved speed aimed at the exploratory, first-order,
phase of proposing.   We have provided some specific suggestions in an accompanied
email and will work with STScI to provide more concrete examples over the next
several weeks.

The JSTUC recognizes a need to increase awareness within the user community of the complexities associated with using APT for the first time and the need to start early in the proposal process. There appear to be sufficient resources in place for training. The main issue at this point seems to be raising awareness of these resources and ensuring that people use them. One recommendation is to link training materials prominently on the cover letter of the call for proposals.

The JSTUC is currently discussing recommendations for the possibility of large programs, multi-cycle projects, and "Key Projects." There is a general consensus on the committee that programs of this kind would be a good idea. However, we have no formal recommendations on implementation at this time. This issue will be a high priority on our agenda going forward and we plan to work closely with STScI on formulating a plan of action.

In conclusion, we would like to thank STScI and JWST project personnel for their time and efforts to brief us on ongoing activities. We look forward to continuing our joint efforts to ensure the success of this important telescope.

Sincerely Yours,

James Bullock
Chair, James Webb Space Telescope Users Committee
Department of Physics and Astronomy
University of California, Irvine