

3253
3700 San Martin Drive
Homewood Campus
Baltimore, MD 21218
(301) 338-4700

MEMORANDUM

April 20, 1990

TO: HST Users Committee
FROM: Peter Stockman *Peter*
SUBJECT: Minutes from March 29, 30 1990 Meeting

The first meeting of the Joint HST Users Committee was held at the ST ScI on 29, 30 March. Members present were Beebe, Bless, Davidsen, Groth, Hutchings, Kirshner, Kudritzki, O'Connell, and Strom (Faber and Hobbs were unable to attend). Al Boggess and Riccardo Giacconi as well as other NASA and ST ScI staff attended most of the open sessions. Before briefly summarizing the presentations and the attached material, I wish to highlight a few results of the meeting for those who were unable to attend. First, Arthur Davidsen was elected as Chair, with Bob Kirshner elected as Vice-Chair. Second, the next meeting is scheduled for approximately 25-27 June at either GSFC or the ST ScI. This meeting may overlap the next HST Science Working Group meeting. Members who wish to suggest potential agenda items should contact the Chair or Vice-Chair approximately 2-3 weeks before the meeting.

Summary Minutes:

Generally, the preliminary agenda was followed throughout the two day meeting. Presentation material was distributed to members present and has been forwarded to those who were unable to attend. Additional copies will be supplied upon request. Therefore, the following minutes are intended to highlight and place into context certain areas in which the Committee took direct interest. These items are briefly summarized in Attachment 1.

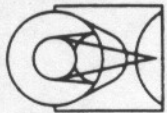
29 March, 1990

- 1.0 Introductions and welcome by Drs. Giacconi and Boggess: Both discussed the special joint reporting of the Committee.
- 2.0 Introduction to the ST ScI: Stockman(ST ScI) overviewed the ST ScI, its relationship to AURA and NASA, and the size and responsibilities of the various divisions within the ST ScI. Stockman discussed briefly the flow from proposal to detailed Science Mission Specification (SMS) which is sent to GSFC.

- 3.0 Introduction to GSFC: Jim Shannon (NASA/STP-G) and Barry Kirkham (TRW) described the activities at GSFC relative to both HST operations and the maintenance and refurbishment (M&R) effort, including the development of the Orbital Replacement Instruments (ORIs). Kirkham walked through the ground system, explaining the roles and functions of the various software systems and the interaction with the Tracking and Data Relay Satellites.
- 4.0 An Overview of Launch and the early HST Mission: Keith Kalinowski (NASA/STP-G) described the preparations for launch and the purpose of Orbital Verification (OV) and Science Verification (SV). The Committee was very interested in the time scales involved and when the community would be informed of HST's performance vis a vis the deadline for Cycle 2 Proposals. Hutchings also expressed concern about the long reaction times involved if scientific instruments or the spacecraft do not perform nominally (this will be a chronic area of concern by users, given the complexity of planning low-earth orbit satellites and the use of TDRSS).
- 5.0 The Historical Role of the Science Working Group (SWG): Al Boggess described the role of the SWG in influencing the development of HST. Another group will be formed to represent the scientific and contractual concerns of the ORI teams (WF/PCII, NICMOS, and STIS). However, the Users Committee will serve several of roles of the SWG in terms of advise to STP-G and the Project Scientist.
- 6.0 Science Management: Riccardo Giacconi summarized the TAC process, funding procedures, and relevant NASA policies, which the ST ScI implement (see Attachment 2).
- 7.0 Plans for Cycle 2: Brad Whitmore (ST ScI) described the preparations of the next Call for Proposal, which will be sent out soon after HST launch. The Users Committee expressed concern about the three month interval between launch and the deadline for proposals. Little information on the performance of the scientific instruments would be available at that time. As a result, Giacconi stated that the deadline would be placed approximately two months after the initial turn-on and internal calibrations of the SIs (current plans show 15 November (paper) and 1 December (EMAIL) deadlines for a 24 April launch). All contingency has now been removed from the schedule for proposal processing, but the revised schedule still supports the start of Cycle 2 one year after the beginning of Cycle 1.
- 8.0 Overview of Calibration Plans: Duccio Macchetto (ST ScI) reviewed the plans for the "SV Baseline" calibration and the proposed Cycle 2 calibrations. Steve Strom expressed interest in how the community will participate in the calibration program, and several other members of the Users Committee endorsed the idea of workshops, newsletters, and other mechanisms for communication and participation by the community.
- 9.0 Data Analysis and Archive Support: Ethan Schreier (ST ScI) described the science data flow and analysis at the ST ScI and the support of STSDAS/IRAF. He indicated that the development and capabilities of the archive system (DADS) would be an area in which the Committee would be interested. User Committee participation in more focused users groups for STSDAS and DADS was encouraged.

Tuesday, 30 March

10. The Role of the Users Committee: Stockman reviewed the role of the Users Committee relative to other committees and oversight bodies (the AURA Board, STIC, the Astrophysics Council, etc.). Charters for several of these groups are enclosed as Attachment 3. General areas were listed for which the ST Sci and NASA-GSFC would like periodic review by the Users Committee. A formal report of the Committee should be prepared annually, before the ST Sci Visiting Committee meeting in May (assuming this timing is satisfactory for the Project Scientist). Giacconi emphasised the importance of appropriate procedure and protocol, particularly in areas involving contractual relations between GSFC and the ST Sci. The Committee is not intended to be an augmentation to GSFC's contractual oversight of the ST Sci.
11. The Committee went into "deep" executive session to elect the Chair (Davidsen) and Vice-Chair (Kirshner) for one-year terms. They also discussed areas of concern which had arisen during the meeting or that several had brought with them.
12. Before adjourning, the Committee discussed the list of areas of concern (most of which are listed on Attachment 1). The postponement of the Cycle 2 proposal deadline was the highest priority. Stockman presented requested material concerning the Bahcall Non-Proprietary Survey (the snapshot survey) and the TAC statistics across disciplines, ESA/US, and ST Sci/other PIs.

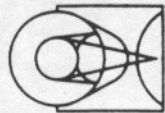


SPACE TELESCOPE SCIENCE INSTITUTE

HST USER'S COMMITTEE
30 MARCH 1990
P. STOCKMAN

USERS COMMITTEE QUESTIONS & ISSUES

- SOLICITATION, SELECTION, AND FUNDING ISSUES:
 - LIMITED DISTRIBUTION TO LIBRARIES VS. MORE OPEN DIS.
 - SHORTEN SOLICITATION CYCLE TO HAVE DEADLINE IN MID-SV
 - METHOD OF FEEDBACK FOR "NON-USERS" RE: TAC PROCESS
 - CLARIFY NOTIFICATION LETTERS:
 - SUPPLEMENTAL PROGRAMS
 - COMMITMENT TO FUNDING, RECHARGE POLICIES
 - REVIEW FUNDING CONSIDERATIONS/PROCESS
 - ROUTES OF APPEAL/QUESTIONS (?)
 - SNAPSHOT SURVEY DETAILS (WF OR PC, FILTERS)
- ROLE OF USERS COMMITTEE
 - REVIEW OF STIS PROGRAM ON 12 MAY
 - CHARTERS OF OTHER SCIENTIFIC OVERSIGHT BODIES
 - COMMITTEE REVIEW/INVOLVEMENT IN CALIBRATION PROGRAM (RE: COMMUNITY CONTRIBUTIONS)



SPACE TELESCOPE SCIENCE INSTITUTE

HST USER'S COMMITTEE
30 MARCH 1990
P. STOCKMAN

• POST-LAUNCH OPERATIONS

- HOW WILL GOs KNOW WHEN THEIR DATA WILL BE OBTAINED AND WHAT ARE THE TIME SCALES INVOLVED IN MAKING MODIFICATIONS?
- HOW WILL ST SCI AND COMMUNITY RESPOND TO HST PROBLEMS?
- WHAT DEFINES THE END OF SV AND THE START OF CYCLE 1?