

Minutes of European ALMA Board Meeting 12 May 2003 at ESO Garching

Present:

R. Booth	Sweden, Acting Chairman
J. Cernicharo	Spain
C. Cesarsky	ESO from Item 5
I. Corbett	ESO
G Gilmore	UK, alternate for R Wade
T. Henning	Germany
H. Jorgensen	Denmark
R. Kurz	ESO
A. Neves	ESO from Item 5
M. Steinacher	Switzerland
L. Vigroux	France
C. Waelkens	Belgium
P. van der Kruit	President of Council

Unable to attend:

E. van Dishoeck	The Netherlands
T. Lago	Portugal
G. Tofani	Italy
R. Wade	United Kingdom, Chairman

Participating by telephone:

S. Lilly	Switzerland
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Attending for Item 3:

S. Stanghellini	ESO
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Attending by invitation from Item 5:

M. Tarenghi	Director of ALMA
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Attending to Item 6

J. Richer	ESAC and Chair of ASAC
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1. The Board **agreed** the Agenda EAB 06/03
2. Notes of meeting on 20 February 2002 (EAB 05/03)
 - a. The Board **agreed** the notes as previously circulated.
 - b. Actions and Matters Arising: Actions Completed.

- c. Matters Arising: L. Vigroux reported that discussions were continuing in France and he hoped that the position with the *ad ref* vote would be clarified before Council in June.

3. ALMA Biannual Progress Report Cou-892

- a) R. Kurz gave a presentation, copies of which are on the EAB web site, to update the written report. Among the matters covered were:
- Site work in Chile and need for access by 1 June;
 - Progress with the VertexRSI prototype in New Mexico;
 - Schedule for Alcatel/EIE antenna;
 - Successful computing PDR;
 - Desire for European participation in an enhanced baseline correlator, if it is approved.
- b) Cou-894, 'Progress Report #10 on Installation of ALMA in Chile' had been distributed. I Corbett updated on progress since the report was written, noting that the ESO-Chile Agreement had now been approved by the lower house and was going to the Senate, where no particular problems were expected. All other matters were proceeding. There was a good chance that access to the land could be achieved by 1 June, if necessary with temporary permissions awaiting the final decrees. The Board welcomes and noted the real progress in Chile.
- c) Stefano Stanghellini outlined progress in the procurement and testing of the prototype antennas: his presentation is on the EAB Web site. The Board noted that the shipping of components of the AEC antenna to New Mexico had commenced, and that the main CFRP structures would be air-freighted to arrive on site on 22 May. Key dates had slipped by 7 – 12 weeks from the contractual dates, and the revised expectations of the project team (to be confirmed) were:

Erection complete on site	20 July 2003
Preliminary acceptance	Early August 2003
Provisional Acceptance (start of evaluation)	Early October 2003 (the Alcatel date is 28 August)

- d) The Board noted these dates and the continuing concerns over further possible slippage. The Board noted that with these dates penalty clauses in the contract were already operative.
- e) A further concern is the delivery of documentation, which is incomplete and much work is required on a very tight schedule. This could have an impact on the procurement of the production antennas.

4. ALMA Phase 2 Procurement Strategy FC/1394 conf.

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- a) R. Kurz gave an outline presentation on the proposed strategy for the procurement of Phase 2 components through European institutes and industries set out in the Finance Committee paper.
 - b) In the subsequent discussion the Board agreed the basic philosophy but expressed concern that the contracts or agreements with the institutes should make it clear what the respective responsibilities of the institutes and ESO were and should give due weight to system sensitivity and performance. The recent 'Lessons Learned' forum had highlighted interface and management issues. The agreements should be as close to industrial fixed price contracts as possible. The Board emphasized the need for strong management of these work packages if the financial and schedule constraints were to be met, and recommended that ESO looked to strengthening this aspect of the arrangements.
 - c) The Director General replied that the "Lessons Learned" would be applied to ALMA and agreed that there was a need for some three additional people to help manage these contracts with institutes, but as there was a ceiling on ESO staff she was constrained in her ability to meet this need.
 - d) R. Kurz also outlined the proposed mechanism to encourage European industry to form consortia to respond to the production antenna Call for Tenders expected later in 2003.
 - e) The Board requested the Executive put the paper to the Finance Committee for recommendation to Council for endorsement.

5. ASAC Report

- a) J. Richer, standing in for Ewine van Dishoeck, reported on ESAC, which would meet in its new form with one member per country, on 12 June in Garching. This meeting would elect the European ASAC members.
- b) He noted that a mirror-image ALMA North American Advisory Committee had been formed.
- c) He summarised the report from the ASAC meeting of 2/3 April, already circulated to EAB members. In discussion, concern was raised over the stability of receiver calibration and the need for more work on AIPS++. The Director General noted that work on AIPS++ will be included in the EU FP6 proposal.
- d) The EAB members were requested to convey ideas for the charge to the next meeting of ASAC to the Board via J Richer, copied to I Corbett.
- e) The report from ASAC was **noted**.

6. AMAC Report

This had been circulated and was **noted** by the Board. The recommendation on project control systems and the introduction of 'earned value' as a monitoring tool was welcomed.

7. Production Antenna Procurement

- a) M Tarenghi outlined the proposed process and timescale, and the JAO preference for one contract for the production of all antennas to one design, with one team monitoring and controlling this procurement.
- b) The Director General explained the pressure from the US to place the production order as soon as possible, the recent discussions over requesting a firm fixed price quotation from VertexRSI, and the risk that such an approach could force a contract with Vertex. The Board noted that Vertex documentation was very late and that AUI could not issue such a request without JAO approval.
- c) The Board noted that Alcatel was due to deliver a production price quotation on 18 October 2003.
- d) The Board declared a possible US single source procurement as unacceptable, and **re-affirmed** its position in favour of a competitive process in late 2003 with evaluation early in 2004 and contracts placed in mid-2004.

8. NAOJ (Japan) Proposal

- a) P. van der Kruit reported on the ALMA-NAOJ Meeting of 8 May, noting that NAOJ had taken the comments and requests from ALMA very seriously, in particular dropping the second generation correlator from their proposal. The NAOJ enhancements were now 4x12m antenna, 12x7m antenna, a correlator for the NAOJ antennas, and 3 additional receiver bands, plus the necessary infrastructure.
- b) He noted that NAOJ had explicitly accepted several important points of principle:
 - (i) NAOJ would join ALMA under a new Agreement, subsidiary to the Bilateral Agreement;
 - (ii) contributions would be valued by ALMA, and discussions would continue between the JAO and NAOJ;
 - (iii) costs to ALMA as a result of NAOJ joining would be paid and given no value;
 - (iv) the NAOJ enhancements would be integrated within a single ALMA project under a single JAO;
 - (v) the enhanced ALMA would liaise with Chile as a single project.
- c) The JAO had agreed that NAOJ could be supplied with standard ALMA equipment, including Band 3 receivers on the timescale required by NAOJ and possibly the ALMA cryostats.

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- d) The fraction of observing time to be assigned to NAOJ had not been discussed, and it had been clear that agreement on the nature of the enhancements was of greater immediate importance to NAOJ.
- e) Operational costs were discussed briefly, and the NAOJ accepted that the cost of Operations of the enhancements might be more, pro rata, than the baseline Operations. Until more detail was known on Operations, the potential impact of the enhancements could not be assessed.
- f) The timescale was agreed with NAOJ as follows:
- Work on details will continue through summer with JAO and ALMA-J.
 - Report to ALMA Board on 26/27 May.
 - Draft Agreement to NAOJ before Tokyo meeting end June if possible.
 - Meeting in Tokyo end June to confirm principles, not details.
 - Details to be settled in time for final draft of text of Agreement to be reviewed and approved by NAOJ, NSF and ESO Council in December.
 - Funding decision on NAOJ request in December.
 - Final details settled in early 2004 and final version of Agreement plus Annexes prepared, plus Amendment to Bilateral Agreement.
 - NAOJ to join formally from 1 April 2004.

9. Next Meeting

30 October 2003 in Garching, starting at 09:30.

10. Actions

Put the ALMA Phase 2 Procurement Strategy FC/1394 conf. to the Finance Committee for recommendation to Council for endorsement	Executive	13 May
Members to convey ideas for the charge to the next meeting of ASAC to the Board via J Richer, copied to I Corbett	Members of EAB	23 May