

**Notes on the informal ICC discussion meeting at
Imperial College on 15 May 1997**

Prepared by : Matt Griffin

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Present :

Colin Cunningham	ROE
Roger Emery	RAL
Matt Griffin	QMW
Mike Hapgood	RAL
Ken King	RAL
Michael Rowan-Robinson	ICSTM
Tim Sumner	ICSTM
Bruce Swinyard	RAL

Note: This meeting was informal, and so are these notes. They are certainly biased by my own prejudice and selective memory. In some cases I have put in additional thoughts and remarks in italics.

1. Purposes of meeting

The meeting had the following broad aims. Although these were not met in full, some useful progress was made.

- a) To look in more detail at the ICC functions and work-packages and identify the split between operations/MOC interface and data processing/analysis/science.
- b) Devise a scheme whereby the latter functions can be managed and co-ordinated, looking in particular at the roles of RAL and IC, but bearing in mind the distributed nature of these activities.
- c) Devise a first-cut management structure for the ICC (which must involve all participating institutions, including French -whatever we come up with, we'll have to sell it to them)
- d) Consider what additional ICC-type activities we should plan for (and cost) which are above and beyond the formal call of duty required by ESA (support of our own GT and OT users, survey data processing and analysis, etc.)

2. ICC functions

Ken King presented a high-level overview of the ICC and its interfaces with the FSC/MOC and with the BOL consortium (diagram distributed at the meeting). The top half of the diagram is fairly well understood, although there is a wealth of detail to be negotiated and agreed with ESA. The bottom half is less clear at this stage, and is also (at least in principle) entirely under the control of the BOL consortium.

It is agreed that the top half must essentially reside at RAL. Much more work is needed on defining the bottom half, but it is clear that it will need to be distributed within the UK and

internationally. However, if the ICC is to be successful, it must be well-organised and under some form of central direction and management. This is the main function of the ICC Director and the ICC Management Committee (see below).

3. Possible management structure (see Fig. 1)

A first attempt to define the management structure was generated in real time and discussed. It will need clarification and refinement, and discussion with other partners before it or anything like it can be finalised.

In this model, the ICC effectively comprises a consortium of the participating groups, and is run by an ICC Director working closely with the PI and the Project Manager.

- ICC director:

Chairs ICC Management Committee which sets policy and priorities, and defines tasks and schedules related to provision of data processing software.

In charge of ICC as a whole - i.e., implementation of management committee decisions and policies - and responsible with the PI and PM for deployment of staff and resources.

However, since the budgets of foreign groups are not under UK control, there will be limits to the ability of the ICC Director or the Management Committee to manage all relevant activity. (The same applies to hardware, in that the PI has little direct control over the funding of individual groups).

Delegates day-to-day management of the ICC to Operations Manager and Data-processing S/W Manager.

- Operations manager:

In charge of all day-to-day interaction with the MOC and FINDAS.

Formally reports to ICC Director but line manager = PM.

- Data-processing S/W manager:

Responsible for co-ordinating all activity within the consortium related to provision, verification, and documentation of S/W for BOL data processing.

Formally reports to ICC Director but line manager = PM

4. Comments:

1. It is agreed (at least within the UK) that the Operations Centre should be at RAL.
2. This structure needs further work. One problem is the ambiguity over who instructs the two ICC managers.

3. This management structure will need to be agreed with the French participants.

I suspect that they will take the view that it gives them insufficient control and influence.

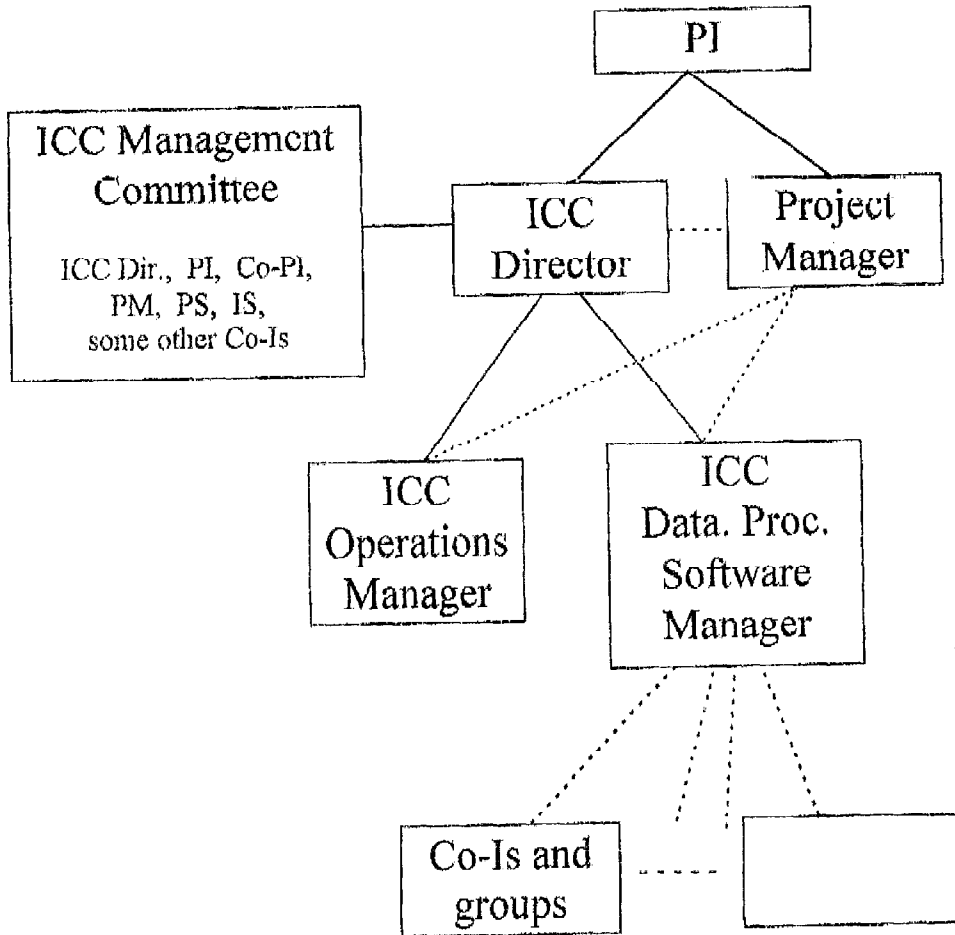
4. The position of Data-processing S/W Manager is critical to the success of the ICC. This person will need to have a thorough understanding of the instrument and its operating modes. He/she will need to work very closely with the PM, PS, and IS during all stages of the project, and will also be responsible for organising a loosely-defined team of astronomers and instrumentalists across the whole BOL collaboration.

5. Future steps:

1. Refine (within the UK) our concept for the management of the ICC - and of the consortium as a whole.
2. Discuss the overall management structure for the instrument with our international partners (especially France). I suspect this will not be straightforward as they may have very different ideas.
3. Find out from ESA what their plans are for defining the ICC structure in collaboration with the instrument teams.
4. Produce a first-cut costed plan for the ICC.

There is probably little point in being too detailed until these issues can be sorted out, and this is bound to take some time. However, we should formulate and agree on the essential ideas so that we are in a good position to negotiate with our collaborators and with ESA.

Fig. 1: First-cut ICC Management Structure



PI = Principal Investigator
 PM = Project Manager
 IS = Instrument Scientist

Co-PI = French Co-PI (Laurent Vigroux)
 PS = Project Scientist

————— Formal lines of responsibility
 Daily management and communication