



Meeting Minutes
SOFIA International Summit (SIS) Orientation
December 13, 2016
Teleconference

Attendees:

Eddie Zavala, NASA SOFIA Program Manager
Kimberly Ennico Smith, NASA SOFIA Project Scientist
Hal Yorke, SOFIA SMO Director (USRA)
Kartik Sheth, NASA SOFIA Program Scientist
Hashima Hassan, NASA HQ SOFIA Deputy Program Scientist
Shahid Habib, NASA SOFIA Program Executive
Tom Roellig, NASA SOFIA Deputy Project Scientist
Pasquale Temi, NASA SOFIA Facility Scientist
Heinz Hammes, DLR SOFIA Project Manager
Juergen Stutzki, GSSWG Co-Chair, Univ. Cologne
Dietmar Lilienthal, DLR senior scientist
Karl Menten, Max Planck Institut, Bonn
Andy Boden, SNOPAC Chair, Caltech
Andy Harris, SNOPAC Member, Univ. of Maryland
Jay Lockman, SNOPAC Member, NRAO
Lisa Storrie-Lombardi, SNOPAC, JPL
Roberta Leftwich-Vann, SOFIA SMO Program Manager (USRA)

Members of SIS not present:

- Matt Greenhouse, SUG chair, GSFC
- John Nousek, Penn State
- 2 additional members tbd

Agenda Items 01 and 02: Welcome and Introductions

Eddie Zavala welcomed the group on behalf of himself, Heinz Hammes and Kimberly Ennico Smith. Each attendee provided a brief introduction.

Agenda Item 03: SIS Charter Overview/SOFIA External Council Structure

Eddie Zavala provided some background information and an overview of the SIS Charter.

- The SIS fulfills a program requirement for engagement with the international science community, as specified in the SOFIA Program Memorandum of

- Understanding (NASA and DLR) as well as in the Joint SOFIA Program Plan II (JSPP2).
- Given that SOFIA is an international program, the SIS serves an important role by providing a forum in which issues of special interest and relevance to the international SOFIA community can be discussed. The SIS will discuss, evaluate and provide comment on SOFIA scientific performance.
 - Serves as an important feedback mechanism to both NASA and DLR Program Management.
 - The SIS is not a consensus group. Eddie specifically mentioned that he values divergent viewpoints and encourages the group to document “minority reports” in their meeting minutes.
 - By Charter, the SIS membership includes 10 representatives:
 - SNOPAC Chair (Summit Co-Chair): Andy Boden
 - GSSWG Chair (Summit Co-Chair): Juergen Stutzki
 - SUG Chair: Matthew Greenhouse
 - One representative from the German astronomical community: Karl Menten
 - SNOPAC and SUG representatives:
 - Andy Harris
 - Jay Lockman
 - John Nousek
 - Lisa Storrie-Lombardi
 - 2 additional members, TBD [*Andy Boden notes that at least 1 of these additional members should represent the SUG in the event that the SUG Chair is unavailable for any given meeting*]
 - Meetings are to be held **at least** twice per year either in person or via teleconference and will be open attendance. The co-chairs will develop the agenda for each meeting with NASA/DLR concurrence.
 - The SIS, as currently defined, is convened by and reports to the NASA SOFIA Program Manager and the DLR SOFIA Project Manager. The Co-chairs will submit a written report to these convening authorities within 30 days of each meeting.

Eddie also provided an overview of the entire SOFIA Program organization, including the external community groups (SNOPAC, SUG and GSSWG).

[Andy Boden (SNOPAC chair), suggested more cross-section of the SNOPAC with the SUG, going forward.]

Agenda Item 04: Tentative Date/Location of first face-to-face meeting

Kimberly Ennico Smith proposed that the first meeting the SIS occur in the days immediately preceding the Ringberg SOFIA Workshop which will occur in Schloss Ringberg, Germany March 5-8, 2017. Tentative dates are either March 2-3 or March 3-4 in either Stuttgart or Ringberg. [*Juergen suggests gathering potential agenda items via email very soon*]

Agenda Item 05: Discussion of scope of SIS Engagement

Eddie provided an overview of the NASA Senior Review process, which is a required activity every 2 years for NASA programs in their extended mission phase. SOFIA is scheduled for a Senior Review in 2018. *[Kimberly notes that the written Senior Review proposal will be developed in late 2017 with a site visit by and/or a panel presentation to the review panel in early 2018. The format of the senior review will be revealed to the program from NASA HQ in 2017.]*

The SIS, as well as the other science community groups, can provide important strategic input and guidance as the Senior Review proposal is developed. That input should begin immediately.

There was some discussion of whether it would be possible to have German representation on the Senior Review panel. Kartik and Shahid both noted that in their experience, other NASA programs with an international component had not included international representation in their Senior Review panels.

SOFIA should demonstrate its future potential, grow its user base and pave the way for the next Far Infrared Space Mission.

Kartik also noted that NASA intends to issue a call for the Next Generation SOFIA Instrument no later than June 1, 2017.

Agenda Item 06: Action Items

A-1: Heinz and Eddie will identify opportunities to meet in Germany either Stuttgart or Ringberg in March.

A-2 Karl will look into possibility of meeting in Ringberg and will coordinate with Heinz.

A-3 Kimberly will identify 2 additional SIS members from the SNOPAC and SUG membership, or a representative from the broader far-infrared community, as stated in the current SIS charter. To complete preferably before the holidays.