

# SIS Charter Update

1. Disbanding SNOPAC

2. SIS convened by the

- NASA SOFIA program manager (Eddie Zavala)
- NASA SOFIA project scientist (Kimberly Ennico Smith)
- DLR SOFIA project manager (Heinz Hammes)
- DLR SOFIA science manager (Alessandra Roy).

3. US Co-chair for SIS chosen by NASA

4. Form a subcommittee

- made up of SIS members to meet more frequently to assess the program on specific tasks (such as the 2019 Senior Review)

5. Creation of Executive Secretary

- ex-officio to facilitate meetings, creating an agenda (based on input from the co-chairs), organize the meeting, take the minutes, etc.

# SIS Charter Update

## 1. Disbanding SNOFAC

## 2. SIS convened by the

- NASA SOFIA program manager (Eddie Zavala)
- NASA SOFIA project scientist (Kimberly Ennico Smith)
- DLR SOFIA project manager (Heinz Hammes)
- DLR SOFIA science manager (Alessandra Roy).

## 3. US Co-chair for SIS chosen by NASA

## 4. Form a subcommittee

- made up of SIS members to meet more frequently to assess the program on specific tasks (such as the 2019 Senior Review)

## 5. Creation of Executive Secretary

- ex-officio to facilitate meetings, creating an agenda (based on input from the co-chairs), organize the meeting, take the minutes, etc.

# 1. Disbanding SNOPAC

- Originally conceived to be a group that will provide advice and recommendations to just the Project Scientist primarily on Senior Review planning.
- Its functionality can be preserved with the proposed change #4 of having a focused subcommittee within the SIS.

# SIS Charter Update

## 1. Disbanding SNOFAC

## 2. SIS convened by the

- SOFIA program manager (Eddie Zavala)
- SOFIA project scientist (Kimberly Ennico Smith)
- DLR project manager (Heniz Hammes)
- DLR chief scientist (Alessandra Bertarini).

## 3. US Co-chair for SIS chosen by NASA

## 4. Form a subcommittee

- made up of SIS members to meet more frequently to assess the program on specific tasks (such as the 2019 Senior Review)

## 5. Creation of Executive Secretary

- ex-officio to facilitate meetings, creating an agenda (based on input from the co-chairs), organize the meeting, take the minutes, etc.

# SIS Charter Update

1. Disbanding SNOPAC

2. SIS convened by the

- SOFIA program manager (Eddie Zavala)
- SOFIA project scientist (Kimberly Ennico Smith)
- DLR project manager (Heniz Hammes)
- DLR chief scientist (Alessandra Bertarini).

3. US Co-chair for SIS chosen by NASA

4. Form a subcommittee

- made up of SIS members to meet more frequently to assess the program on specific tasks (such as the 2019 Senior Review)

5. Creation of Executive Secretary

- ex-officio to facilitate meetings, creating an agenda (based on input from the co-chairs), organize the meeting, take the minutes, etc.

# SIS Charter Update

1. Disbanding SNOFAC

2. SIS convened by the

- SOFIA program manager (Eddie Zavala)
- SOFIA project scientist (Kimberly Ennico Smith)
- DLR project manager (Heniz Hammes)
- DLR chief scientist (Alessandra Bertarini).

3. US Co-chair for SIS chosen by NASA

4. Form a subcommittee

- made up of SIS members to meet more frequently to assess the program on specific tasks (such as the 2019 Senior Review)

5. Creation of Executive Secretary

- ex-officio to facilitate meetings, creating an agenda (based on input from the co-chairs), organize the meeting, take the minutes, etc.

## 4. SIS Subcommittee

- Form a subcommittee to be chosen from SIS members to meet more frequently to assess the program on specific tasks (such as the 2019 Senior Review).
- preserves a valuable asset that the SNOPAC did provide.
- we seek recommendations from the SIS on how best to implement subcommittees

# SIS Charter Update

1. Disbanding SNOOPAC

2. SIS convened by the

- SOFIA program manager (Eddie Zavala)
- SOFIA project scientist (Kimberly Ennico Smith)
- DLR project manager (Heniz Hammes)
- DLR chief scientist (Alessandra Bertarini).

3. US Co-chair for SIS chosen by NASA

4. Form a subcommittee

- made up of SIS members to meet more frequently to assess the program on specific tasks (such as the 2019 Senior Review)

5. Creation of Executive Secretary

- ex-officio to facilitate meetings, creating an agenda (based on input from the co-chairs), organize the meeting, take the minutes, etc.



# SOFIA User's Group (SUG) Charter

1. The SUG will report to the SMO Director.
2. The SUG will be chaired by a member of their own election. The Chair shall communicate with the SUG members to obtain agenda items and feedback.
3. The SMO Associate Director for Science will serve as Executive Secretary for SUG, organizing invitations and the agenda.
4. The SUG will write a report for each meeting (minimally, an emailed summary to the Executive Secretary). The SMO shall publish a report for each meeting on the SOFIA website.
5. Meetings, either face-to-face or virtually through use of telecommunication technologies, should occur at least twice per year.
6. Meetings will be primarily at NASA Ames, with occasional meetings near the Dryden Aircraft Operations Facility (home of the SOFIA aircraft) or when expedient in association with an offsite workshop or conference.

# SUG Agenda

	<b>Start</b>	<b>Dur.</b>	<b>Presenter</b>	<b>Topic</b>
	8:30	0:30		<b>Gather</b>
0	9:00	0:10	Greenhouse	Welcome, Agenda, Membership
1	9:10	0:30	Zavala	SOFIA update
2	9:40	0:30	Yorke	SOFIA proposals calls
3	10:10	0:15	Reach	Responses to previous SUG Report
4	10:25	0:15	Reach	Observer Survey 2017
	10:40	0:20		<b>COFFEE BREAK</b>
5	11:00	0:15	Rhodes	Science Instruments Call
6	11:15	0:30	Andersson	Science Operations
7	11:45	0:25	Roellig	Water Vapor Monitor
	12:10	0:00		
	12:10	1:00		<b>LUNCH BREAK</b>
8	13:10	0:30	Temí	SOFIA science requirements
9	13:40	0:30	Reach	Science productivity metrics
10	14:10	0:30	Ennico-Smith	Senior Review plans
	14:40	0:00		
	14:40	0:20		<b>COFFEE BREAK</b>
	15:00	0:40	open	Open discussion about future
	15:40	1:00	SUG	<b>SUG CLOSED SESSION</b>
	16:40	0:20	SUG	SUG Debrief to Science Center
	17:00			<b>ADJOURN</b>