

Proposed HAO Internal Advisory Committee – Final Version
February 11, 2015

Name: Director's Strategic Advisory Committee - DSAC (pronounced dee-sack)

Function: Forum for the NCAR/HAO Director to communicate with and get advice from the scientific, technical, and administrative leadership and management of HAO

Membership (current headcount - 19):

HAO Directorate (4)

- Ex Officio (2)
 - o Director (Scott McIntosh)
 - o Director's Assistant (Sheryl Shapiro)
- Deputy Director (vacant)
- Associate Director (Steve Tomczyk*)
- Administrator (Joanne Graham)

Section Heads (3)

- Solar Transients and Space Weather (Roberto Casini*)
- Long-Term Solar Variability (Sarah Gibson*)
- Atmosphere, Ionosphere, and Magnetosphere (Mike Wiltberger)

*Senior Scientists in HAO Leadership Positions

Managers/Leads (3)

- Computer System Team (Kim Nesnadny)
- Instrumentation Group (Scott Sewell)
- Mauna Loa Solar Observatory (Joan Burkepille)

Project Scientist IVs (1)

- Qian Wu

Other NCAR Senior Scientists in residence at HAO** (8)

- Yuhong Fan
- Maura Hagan
- Phil Judge
- Michael Knoelker
- Hanli Liu
- Gang Lu
- Art Richmond
- Stan Solomon

**excludes e.g., HAO Senior Scientists in the NCAR Directorate

Inaugural Leadership: Maura Hagan (Chair) and Sarah Gibson (Vice Chair)

Meeting Practices:

- 90-minute monthly meetings on the 3rd Tuesday afternoon (13:30-15:00) of the month

- Agendas developed by the Chair in collaboration with the Vice Chair and HAO Director and published in advance of every meeting
- Standing agenda items include:
 - Open Session[†]
 - Director's Remarks[†]
 - Administrator's High-Level Budget Update[†]
 - Strategic Planning[†]
 - High-level update on Strategic Planning work in progress
 - Anticipated funding opportunities
 - Proposal planning – strategic responses to proposal calls
 - Action Items - Identification and Status Reports[†]
 - Future Meeting Topics[†]
 - Executive Session
- Ad Hoc Subcommittees or Study Groups are invoked when monthly meeting deliberations are incomplete due to the size of the Committee and limited time for inclusive discussion; Ad Hoc teams vet controversial or complicated issues between meetings and report their findings or opinions back to the Committee at large
- Committee members or HAO staff contact the Chair at least one week in advance of a monthly meeting to request that a topic or presentation be included on the agenda; requests are considered on a first-come first-served basis as time on the agenda allows, and are subject to the HAO Director's approval

[†]Open to all HAO staff members