

# Planning Meeting for the S-Pol Deployment at TiMREX

Monday, November 19, 2007 Meeting Notes

## ATTENDEES

Brigitte Baeuerle, Chris Burghart, Maureen Donovan, Gordon Farquharson, Wen-Chau Lee, Sandra Nilsson, Al Phinney, Briesa St. Martin, Jim Moore, Jim Wilson, Joe VanAndel

## GENERAL

- Next meeting will be held Monday, November 26, 2007 from 10:00-12:00 in the EOL Atrium.

## OPS CENTER AND DATA ACCESS

- Gordon, Sandra and Maureen are working on ways to support S-Pol scientists that are not located at the radar but rather at the operations center during TiMREX. It is not clear what support S-Pol scientists get in this situation. The support requested is for a data server to store incoming S-Pol data, a display machine running CIDD and soloii for data analysis, time for a systems administrator in Taiwan to set up the machines and train a Taiwanese counterpart such that they can support the machines once the system administrator leaves.
- In addition to supporting S-Pol scientists, Gordon and Maureen are also investigating support for Steve Rutledge and Bob Houze. If they are being supported by NSF to attend TiMREX, the scope of work has changed, and we would be justified to ask for additional funds to support their data management needs. Support would include setting up a data server machine to which researchers from these groups could access S-Pol data, time for a system administrator in Taiwan to help users access the data and train a Taiwanese counterpart to administer the machine and assist users once the NCAR system administrator has left.
- Jim Wilson would like Mike Dixon to configure CIDD at the operations center to view non S-Pol data. Gordon asked that this work be separated from the TiMREX planning for the S-Pol deployment because it does not concern S-Pol, and because EOL is not funded to set up an operations center.

## TRAVEL

- UCAR has implemented new guidelines for being reimbursed for miscellaneous expenses purchased in the field. They are highlighted in green:

*Miscellaneous expenses incurred as a result of travel are reimbursed when itemized on a Travel Voucher; supported by receipts, original if possible; and approved. (Although receipts are not required for individual *intangible miscellaneous expenses (e.g. parking, taxi, other ground transportation, tolls, travelers checks etc.)*, not exceeding \$50, the Travel Office suggests they be submitted with the Travel Voucher when available.) *Tangible items purchased**

*(e.g. books, maps, pen, paper, field project supplies or costs, etc), not Travel related, must be submitted with original receipts via check request.*

*The following miscellaneous expenses are reimbursable:*

***A Telephone, and Facsimiles***

*Itemized telephone calls, and facsimiles required in connection with official business, including any necessary calls to family members because of changes in itinerary and, on overnight trips, one "safe arrival" call. In addition, reasonable costs of one personal call per week are reimbursed. Air-to-ground calls are limited to urgent business calls only. A listing of telephone calls, each noted as business or personal, must be submitted with the [Travel Voucher](#).*

***B Taxi Fares, Tolls, Parking, and Traveler's Check Fees***

*Reasonable taxi or other ground transportation charges, tolls, parking fees, and the cost of traveler's checks. Parking or traffic fines are not reimbursable.*

***C Conference Fees***

*Meeting and conference fees where attendance has been authorized in advance.*

***D Laundry***

*Actual laundry and cleaning costs (***must be receipted***) incurred while on domestic travel if the traveler is required to be away from home five consecutive days or more. (Laundry costs are included in the foreign M&IE per diem allowance and are not reimbursed separately.)*

***E Dependent Care***

*Actual daily receipted, including the dates and times of services rendered, (signed and dated by caregiver with contact information included) expenses, not to exceed the allowable amount, for provision of essential care for dependent persons (using the same definition as for Family Sick Leave). See [Procedure Appendix 3-1-6](#) for allowance amount. Such care is eligible when it is provided outside the employee's normal working hours, when the traveler is the regular caregiver, and when other family members are unavailable to provide such services while the employee is away from home on UCAR business.*

***F ATM Fees***

*ATM transaction fees for cash advances.*

- Remember to keep all receipts for materials and supplies!
- Briesa pointed out that it might be useful to keep a listing of all items purchased in a notebook.

**WORKERS' COMPENSATION:**

- The UCAR Workers' Compensation insurance covers all work related injuries. If you are on a deployment and have an accident while not working you will not be covered

under workers' compensation. For instance, after your shift you might go to the movies and fall. This would not be covered as workers' comp.

## **PROJECT MANUAL**

- Briesa posted the project manual to the TiMREX web page [1]. She is in the process of revising it based on feedback from staff members.
- Everybody is encouraged to review it and provide feedback.

## **SCHEDULE**

- Gordon has posted a draft TiMREX schedule to the TiMREX web page [1].
- Sandra asked that some trips be reduced to below 15 days to save on field pay.

## **HOUSING**

- A Taiwanese counterpart has been identified to work with Maureen on housing. However, Wen-Chau is waiting to hear the results from the search for apartments before proceeding with accommodation arrangements.

## **SHIPPING**

- Shipping S-Pol to Taiwan will take approximately one month.
- Sandra asked that the shipping be organized such that NCAR pays for the costs until S-Pol reaches Taiwan, and Taiwan pays for the local transportation of S-Pol to the site.

## **ACTION ITEMS**

- **Brigitte Baeuerle** will get two quotes from Seajet, the first will be for shipping S-Pol from Boulder to the field site and the second will be from Boulder to the port of Kaohsiung, Taiwan.
- **Wen-Chau Lee** will identify a Taiwanese counterpart to work with NCAR staff on shipping.
- **Jeff Bobka** will prepare a site preparation plan and cost estimate for both proposed sites. The estimate should be done using costs that would be incurred in the U.S.
- **Jim Wilson and Wen-Chau Lee** will meet with Mike Dixon to discuss Mike's participation in TiMREX.
- **Wen-Chau Lee** will investigate if Houze and Steve Rutledge are receiving funds to participate in TiMREX.
- **Jim Wilson** will send a draft of the science needs (variables, displays, etc.) to Joe VanAndel.
- **Joe VanAndel** will investigate the cost of a scientist work station for an S-Pol scientist that can be used at the operations center.
- **Wen-Chau Lee** will ask Ben Jou for guidance on diplomatic issues for NCAR staff.

- **Gordon Farquharson** will designate one of the TiMREX meetings as a project overview meeting in which Wen-Chau will provide an overview of the experiment, and UCAR Site and Safety services will present their project safety review of TiMREX.
- **Briesa St. Martin** will get a copy of all travelers' passports.
- **Briesa St. Martin** will rename the SOWMEX data link on the TiMREX web page to the "field catalog".
- **Brigitte Baeuerle** will set up an iTeamwork project to track TiMREX preparation tasks.

## REFERENCES

[1] <http://www.eol.ucar.edu/deployment/field-deployments/field-projects/timrex/timrex-documents> (must be logged in to the EOL web pages to see all TiMREX documents)