

Review Procedure of WGs/IGs in the IVOA

Draft on July 20, 2005

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Introduction

At its meeting on May 18, 2005, the executive committee (EC) of the IVOA found that some Working Groups (hereafter WGs) and/or Interest Groups (hereafter IGs) had not submitted their activity reports to the committee. Since the IVOA WGs and IGs are dependent to each other, it is crucial for all the IVOA members including the EC to have such activity reports to refine its roadmap and structure of IVOA toward the success of Virtual Observatories. This document contains a proposed review procedure of WGs and/or IGs of the IVOA to accomplish its goal. Note that these reports MUST NOT be used for evaluation of each group.

Procedure

Proposed procedure consists of two steps as described below.

(1) Report from each WG/IG to the TCG (Technical Coordination Group)

Each WG chair is requested to submit its activity report twice a year to the TCG, at least one month before each spring / autumn interoperability workshop. Similarly each IG chair is requested to submit its activity report once a year to the TCG, at least one month before each spring interoperability workshop.

The report will include:

- (a) its progress in developing standards in the group when compared with the technical roadmap of the IVOA,
- (b) in case that its work has been found delayed, what the reasons are and how the roadmap should be modified, if needed, and
- (c) requests to other relevant groups, and so on.

The TCG chair will prompt each WG/IG chair to submit its report when the group has not submitted its report to the TCG.

(2) Report and Recommendation from TCG to EC

Toward every spring EC the TCG analyzes reports from all WGs and IGs, and submits a technical progress report to every spring meeting of the EC. The report may contain (a) recommendation(s) for the EC to modify the IVOA roadmap and/or structure of various WGs/IGs from technical point of view. In case that the TCG has not received a report from a

WG/IG for more than four/two successive report periods, the TCG can recommend the EC to terminate the WG/IG. It is desirable for the TCG report to be attached with all WG/IG reports as references.

The EC reviews the TCG report during every spring EC meeting, and makes a decision that seems to be the best solution for the success of the IVOA. The IVOA chair has to announce this decision to all the IVOA members with detailed explanation.
