



1st Meeting of HIA Section Heads

The meeting was held 17 February 1976 at 9:30 A.M.
in Room 1017, Sussex Drive

Present:

J.L. Locke
N. Broten
A.E. Douglas
I.B. McDiarmid
A.G. McNamara
D.A. Ramsay
M.N. Bedard

MINUTES

In opening Dr. Locke requested that copies of the minutes be sent to all Section Heads.

The following subjects were raised:

1. Decisions: Section Head Meetings will not be held on a regular basis but only when there is something to discuss at which time they will be called by the chair.

2. Staff Evaluation: Dr. Locke commented that the problem of rating technical staff is difficult and a sensitive subject but one seen to be of a continuing necessity. The following Committee within HIA was set up, with Mr. Broten to confirm Dr. Doherty's participation:

I.B. McDiarmid - Chairman
L.H. Doherty
J.W. Johns
M.N. Bedard

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3. Colloquia: A divisional Colloquium Committee to arrange for speakers in Ottawa was set up with the following elected to form this Committee:

D.A. Ramsay - Chairman
P.A. Feldman
M. Bercovitch
A.V. Jones

4. Library Committee: Dr. Locke suggested that V. Gaizauskas serve on the Committee for Sussex Drive Building and if 2 members are permitted, that M. Bercovitch be added to the membership until the transition is made. Dr. Locke and Dr. Douglas will get together to discuss library facilities, etc. at Sussex Drive.

5. Safety Committee: M. Meagher was appointed as an additional member to Sussex Drive Building Safety Committee for general safety aspects within this building, as he is presently responsible for safety at the Observatories and Field Stations outside of Ottawa.

6. New I/D Cards: Miss Bedard was asked to send a copy of F. McKim's memorandum to Section Heads, to be brought to their staff attention and then to let Miss Bedard have a list of names of their staff requiring an I.D. card. Miss Bedard was to see if it was intended to replace old I.D. cards held by DAO and DRAO staff.

7. Supply Office: A new form presented by Dr. Locke for Section Heads' consideration was accepted, and will accompany DSS requisitions going to Section Heads for their initialling. In the general discussion, the following was pointed out:

Cy Culley- will draw electronic requirements from M-50
- will receive catalogue from M-50
- will be requested to reserve a block of numbers for each section enabling them to have a complete list of requisition numbers (DSS requisitions)

Lorne Bradley - is on the Parts Committee at M-50

It was considered desirable to have Sectional representatives on the M-50 Parts Committee and its sub-committees. Dr. Locke will advise on this.

8. Corridor Door Signs: It was agreed that all door signs are to be regularized.

9. Divisional Building Co-ordinator: Jack Winmill was elected to act in this capacity and N. Broten would so inform him. Dr. Locke will send out a memorandum to each Section concerning this action advising that matters of a divisional nature, not of a sectional nature, will be channelled through Winmill. It was suggested that N. Broten and M. Bedard discuss labels for corridor doors with Tom McGrath and have him arrange for them.

10. Bulletin Boards: The 2 existing divisional bulletin boards would remain, located on the second floor and the basement level.

11. Photo Gallery: A photo gallery similar to that in Building M-50 will be used by HIA. Mr. Winmill will be asked by Mr. Broten to arrange for the cases to be made up.

12. Reports: Quarterly Reports will not be issued but one bound volume of all published papers and also a booklet describing divisional activities, brought up to date when necessary, would be issued each year. When a paper is submitted for publication one copy is to be forwarded to Miss M. Thompson for her information.

It was also considered advisable to have a standard cover for Preprints. Steve Gerylo will be asked to design a cover which can be bound for preprints intended for distribution by scientific staff.

13. Research Officer and Research Council Officer Contract: Dr. Locke stated that NRC Administrative Office is concerned with the lack of progress being made and that it will be awhile before there is a contract.

14. Helium: Dr. McDiarmid circulated a copy of A. McLaren's memorandum to Dr. Butler concerning the question of the operation of a Helium Recovery Plant at Sussex Drive. After discussion it was indicated that from an operational point of view there is no strong objection to accepting the recommendation outlined in this memorandum.

15. Royal Society of Canada Conference: Dr. Ramsay reported on the proposal to sponsor in association with the Royal Society of Canada a Symposium on Planetary Atmosphere. It is expected that it will attract approximately 100 people and which would be held in or near Ottawa in the Fall of 1977. Dr. Locke considered that it would be possible to host such a Conference and requested Dr. Ramsay to convene a meeting of those interested.

16. Data Bank on Molecular Spectra: Dr. Locke discussed a proposal to set up a Data Bank on molecular spectra.

The meeting adjourned at 12:15 P.M. The next meeting will be held at the call of the Director.

M. H. Bedard