

DATE 25 March 1975

TO All Staff of the
A HERZBERG INSTITUTE OF ASTROPHYSICS

This Copy for:

Dr. G. Herzberg

As you are perhaps already aware you will be transferred from your present division into the Herzberg Institute of Astrophysics when it officially comes into being on 1 April 1975.

Last September, in announcing Council's intent to set up an Institute of Astrophysics named in honour of Dr. Gerhard Herzberg, the President declared that the aim of the Institute would be the development of an internationally recognized centre of excellence in astrophysical research. To achieve this goal will require the dedicated efforts of all of us who will be associated with it.

The purpose of this memorandum is to acquaint you with some of the decisions which have been taken regarding the formation of the Institute and how they will affect you. It is intended in the near future to bring most, if not all, of the Ottawa parts of the Institute physically together, in the Sussex Drive Building. Some of the arrangements which have been made are, therefore, somewhat temporary and more permanent ones will be made later. In particular, it has been considered desirable, during this interim period, to keep, as far as possible, the good working arrangements for support services which now exist. When the Ottawa activities are consolidated it will be necessary to re-organize the support groups within the Institute and to establish new ones.

1. The staffs of the following groups are being transferred to the HIA effective 1 April 1975:

a) from the Division of Physics:

- the Spectroscopy Section (Dr. Herzberg and Dr. Douglas)
- the Spectroscopy of Larger Molecules Section (Dr. Ramsay)
- the Cosmic Rays part of the Cosmic Rays and High Energy Particles Section. This group will be renamed the Space Physics Section (Dr. McDiarmid)

- b) from the Astrophysics Branch of the Radio and Electrical Engineering Division:
- the Dominion Astrophysical Observatory (Dr. Wright)
 - the Dominion Radio Astrophysical Observatory (Dr. Galt)
 - the Algonquin Radio Observatory (Mr. Duston)
 - the Radio Astronomy Section, excluding the Receiver Group. This section will be renamed the Astronomy Section (Mr. Broten)
 - the Upper Atmosphere Research Section, to be renamed the Planetary Sciences Section (Dr. McNamara)
- c) staffs of the service groups of the Division of Physics located in the Sussex Drive Building.

2. Miss M.N. Bedard has been appointed Administrative Officer of the Institute. Miss Bedard, whose office is located in the Sussex Drive Building (telephone 2-7572), will be responsible immediately for personnel (attendance, leave, allowances, etc.) and other administrative matters. It has, however, been agreed that Mrs. Carter and her staff will continue to provide assistance concerning the activities of the former Astrophysics Branch (including the observatories) until such time as the administration of the HIA is consolidated in the Sussex Drive Building.

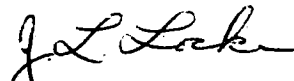
3. The following arrangements for support services during the interim period have been made:

- a) the staff in the support groups of the Division of Physics located at Sussex Drive (Electronics, Shops, Supply and Stores) will be transferred to the HIA effective 1 April. However, the services which these groups have been providing to other parts of the Division of Physics, will continue to be made available without interruption.
- b) none of the staff in the service groups in M-50 will be transferred to the HIA at this time. They are to remain in the Radio and Electrical Engineering Division but their services will continue, as before, to be available to members of the former Astrophysics Branch (including the observatories). Thus, there will be no change after 1 April in the procedures presently used by these groups in requisitioning materials and supplies and in the use of REED Stores (except that new financial codes will apply).

Likewise the services of the REED Model Shops, Photographic Section, Drafting Office, and Editorial Office will continue to be available. Initially, REED will provide, on a full-time basis, the services of the engineering group (formerly in the Radio Astronomy Section), for the development of the instrumentation required for radio astronomy. Eventually, it is understood that this group will become involved in other research and development projects within REED and, therefore, in time, a group will be established within the Institute to take over most of their present activities.

4. All transfers of personnel will take place without change in status.

If you have any questions regarding these arrangements - or any others - please do not hesitate to direct them either to Miss Bedard or myself.


J.L. Locke