

SUBJECT: FY2014 AURA Site Fees and 2013/2014 Site Users' Meeting

Dear AURA Observatory Site users,

We would like to invite you to attend the AURA-O Site Users' Meeting, to be held on Thursday February 27, 2014, 2pm–6pm Chilean time, in La Serena. The meeting can be attended through multipoint videoconference in order to maximize participation for all of our remote users. We hope that you or a representative of your project will be able to join.

The time and date were chosen to optimize the remote attendance from groups in later time zones. We realize that this window does not meet the needs of our Asian tenants, and we apologize for the inconvenience.

Most of the infrastructure services on the AURA Observatory site in Chile are provided NOAO-South. The focus of this meeting will be on the services provided by NOAO-South and the associated cost structure and fees.

The meeting will cover the following topics:

- Reports, financial and other
 - Annual reports FY2012 and FY2013
 - Additional Reporting, quarterly financial reports, bi-weekly operations reports
- Revision of cost structure & Development of Service Level Agreements
 - Update on development of Service Level Agreements
 - Update on Cost structure revision
 - FY2014 Fees
- Meeting structure: replace annual meeting with short semi-annual meetings:
 - December/January ,after the books are closed for the previous Fiscal Year (Oct. 1 – September 30, to present the Annual Report
 - June/July, in preparation of the budget for the upcoming Fiscal Year, to present the fees.

The FY2014 site fees have been posted on the AURA-O website at

<http://www.aura-o.aura-astronomy.org/aura/content/site-fees>

These fees have been implemented retroactively starting October 1 2013, coinciding with the start of the NOAO Fiscal Year (October 1 – September 30). Corrections have been made when closing the accounts at the end of the first quarter of FY2014, i.e. December 2013.

In addition to the agenda items listed above, there will be introductory remarks covering a general description of the broad array of activities at the site and the newest mountain colleagues will have the opportunity to introduce their projects.

We will be posting information about the meeting, as well as presentations and supporting material, to the AURA Observatory website at <http://www.aura-o.aura-astronomy.org/aura/content/aura-o-users-meetings>

Questions or concerns regarding the annual reports, Service Level Agreements and FY2014 fees can be discussed at the meeting, or you can email those in advance to Nicole van der Blik at nvdblik@ctio.noao.edu and Jeff Barr jbarr@noao.edu

Please let Camila Ibarlucea cibarlucea@aura-o.aura-astronomy.org know by February 23rd if you will be attending. If you plan to participate remotely, please send Camila your IP number *and* telephone number. We will be using a multi-point videoconference service provided by our internet partner REUNA. We plan to test remote connections before the meeting.

We look forward to seeing you, either over the video or on site, on February 27!

Sincerely,

Chris Smith
Director, AURA Observatory in Chile

Nicole van der Blik
Deputy Director, NOAO-South

Jeff Barr
Facilities Manager, NOAO-South