



## Agenda for EAO/ESO Meeting

**Date: May 4-5, 2015**

**Venue: ASIAA**

**EAO Attendants:** Masahiko Hayashi (NAOJ DG), *Suijian Xue (NAOC AD)*,  
**Inwoo Han (KASI President)**, You-Hua Chu (ASIAA Director),  
Paul Ho (EAO DG), Winny Hsieh (EAO Secretary/Treasurer; ASIAA)

**ESO Attendants:** Tim de Zeeuw (ESO DG), Patrick Geeraert (ESO Director of Administration),  
Laura Comendador Frutos (ESO Head of DG Cabinet)

**EAO Participants:** Norio Kaifu (NAOJ), Cai-Pin Liu (PMO),  
Young Chol Minh (KASI), Jongsoo Kim (KASI),  
Hideyuki Kobayashi (NAOJ), Toshikazu Onishi (Osaka),  
Zhong Wang (NAOC), Luis Ho (KIAA/PKU),  
Wen-Ping Chen (NCU), Wing Ip (NCU), Chung-Ming Ko (NCU), Chao-Choong  
Ngeow (NCU)  
Hsiang-Kuang Chang (NTHU), Shih-Ping Lai (NTHU),  
Ron Taam (ASIAA), Shiang-Yu Wang (ASIAA), Makoto Inoue (ASIAA),  
Mingjye Wang (ASIAA), Sheng-yuan Liu (ASIAA), Shigehisa Takakuwa  
(ASIAA), Yuh-Jing Huang (ASIAA)  
Wendy Light (EAO/JCMT),

Note: **red** - won't attend in person

**Meeting Starts: May 4, 2015 09:00 ASIAA Room 941**

1. EAO Organizational Structures
  - a. EAO Board Members
  - b. EAO Project Portfolio
  - c. EAO Planning
2. ESO Organizational Structures
  - a. ESO Member States
  - b. ESO Project Portfolio
  - c. ESO Future Planning

**Coffee: 10:30**

3. Governance
  - a. Decision making; Council and DG
  - b. Advisory Structure



4. Management
  - a. Organigramme and Directorates
  - b. HQ versus Site Operations

**Lunch: 12:00**

**Meeting Resumes: 13:30**

5. Finances
  - a. Funding cycle
  - b. Carry-over of budget
  - c. Calculation of contributions by NNI; maximum contribution
  - d. New Member States
6. Staff matters
  - a. International and local staff
  - b. Fellows and students
7. Political considerations
  - a. How to work with government
  - b. How to preserve regional facilities and funding

**Coffee: 15:00-15:30**

8. Treaty organization
  - a. Key points of the ESO Convention and other ESO Founding Texts
  - b. Lessons learned
9. Location of headquarters
  - a. ESO experience
  - b. Benefits and obligations of the Host Country
10. Operating facilities from a distance
  - a. Difficulties and solutions
  - b. How to ensure support from host countries
11. Infrastructures
  - a. Key assets at HQ and at sites
  - b. Ratio of funding between HQ and facilities
  - c. Staffing at HQ and facilities (support and science)
  - d. Instrumentation (within organization and outside efforts)
12. Serving communities
  - a. Interactions and stimulations
  - b. Funding for community activities (including instrumentation)
  - c. Staff exchanges

**Meeting Dinner: 18:30 Su Hung Restaurant**

