



## SKA Organisation

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## Briefing Notes

### Meeting of the Board of Directors of the SKA Organisation The University of Manchester, Manchester, GB 18 January 2012

**PRESENT:** Prof. Paul Alexander, Prof. Brian Boyle, Dr. Bernie Fanaroff, Dr. Luigina Feretti, Prof. Mike Garrett, Ms. Patricia Kelly - by video-con, Mr Jonathan Kings, Dr. Valanathan Munsami, Prof. Bo Peng, Dr. Giampaolo Vettolani, Ms. Patricia Vogel, Prof. John Womersley.

**APOLOGIES:** Dr. Melanie Johnson-Hollitt and Prof. Xiangping Wu.

**IN ATTENDANCE:** Dr. Greg Fahlman, Mr. Colin Greenwood, Dr. Michiel van Haarlem and Dr Corrado Perna.

A minute's silence was held in memory of Professor Steve Rawlings, who recently passed away.

Prof. Womersley was elected as Chair of the Board of Directors and Ms. Vogel was elected as vice-chair. The first chair and vice-chair will remain in office until the site selection decision has been made, with two-year terms for these positions thereafter. A process for future election of Chair and Vice-Chair by simple majority was agreed.

Prof. Womersley declared a quorum for this meeting but noted that a quorum had not been present at the SKA Board of Directors telecon on 21 December 2012. The decisions at the SKA Board telecon were therefore formally passed as resolutions by the Board of Directors at this meeting. These resolutions included:

- The appointment of Michiel van Haarlem as Interim Director General of the SKA Organisation. The authority and mandate of the Interim Director General was approved;
- The appointment of Colin Greenwood as Company Secretary of the SKA Organisation;
- High level terms of employment for staff of the Office of the SKA Organisation;
- The Board will be responsible for approving finance policies and procedures;
- NatWest Bank will be the SKA Organisation's bank;
- The authorisation of the (Interim) Director-General and the Company Secretary as signatories for the SKA Organisation's bank accounts. Written approval of the Chair of the Board of Directors to be required for payments greater than £150 k.
- Alignment of the SKA Organisation's financial year with the calendar year.

A policy for attendance at future Board meetings was adopted. Until the site selection decision is made, Board meetings will be restricted to attendance by Directors representing Full and Associate Members, the Interim Director General, and the Company Secretary. In addition, representatives from countries intending to become Full Members in the very near future will be invited. The SKA Board will hold its next face-to-face meeting at Schiphol Airport, The Netherlands on 4 April 2012. Further face-to-face Board meetings will be held on 27 June, 19 September and 13 December 2012.

A deadlock breaking mechanism for the site selection process was approved, and would come into effect if it is not possible to reach unanimous agreement on a site resolution. There was extensive discussion on the site decision process and the next steps were agreed. The SKA Siting Group (SSG) will receive the report and recommendation of the SKA Site Advisory Committee (SSAC) by 7 February 2012. The SSG will then meet and transmit the SSAC's report and recommendation, together with its own comments on the site evaluation process, to the SKA Board of Directors by 15 February 2012. The Board will meet by telecon on 22 February 2012 to discuss the SSAC report and recommendation, together with the SSG's



comments on the process. If the Board is satisfied that the agreed site evaluation process has been followed, then it will convene a General Meeting of Members.

At the General Meeting, Members will be invited to consider the SSAC report and recommendation and to define the final steps in the site selection process. However, it is thought likely that this meeting will be followed by a period of negotiation and then a further Members' Meeting for Members to vote on a resolution for the hosting of the site. If no agreement is reached, another Members' meeting will be held, two to six weeks later, to invoke the deadlock breaking mechanism. It was agreed that a communications strategy is required for when the recommendation is received.

The 2012 Budget for the Office of the SKA Organisation was approved, denominated in GBP.

A staffing plan was also approved and the Board confirmed its willingness to provide practical help to advertise posts and to identify potential candidates within directors' own institutes.

The Board discussed the potential composition and mandates of a number of SKA Advisory Committees, including those for Science, Engineering and Industry.

Project progress was reviewed, including the development of Work Breakdown Structures and Statements of Work for Stage 1 Work Packages. Progress in setting up the Office of the SKA Organisation was reviewed, including the transfer of staff from The University of Manchester to the new company by 1 April 2012 and developments in setting up new HR and Finance systems. The Board approved interim finance regulations for the SKA Organisation, but these will be revisited at future meetings as necessary. The Directors of the Board were also informed of their legal responsibilities under UK company law.

Design and build of the new SKA building is preceding on schedule. Local Authority planning permission was obtained on 21 December 2011, subject to Section 106 agreement (i.e. a travel plan for the JBO site). It is expected that a contractor will be appointed by 31 January 2012 and that construction work will commence on 22 February 2012. It is estimated that construction will take 28 weeks, with the building being handed over the University of Manchester by mid-September 2012. The SKA Office will remain in the Alan Turing Building until completion of the new building.

The search committee for the permanent Director General was empowered to provide the Board with a shortlist of candidates for the post, together with a list of all applicants, and to define the next steps and timeline in the recruitment process.

Colin Greenwood  
Company Secretary  
SKA Organisation

23 January 2012