



**LIGO LABORATORY**  
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## MEMORANDUM

DATE: December 18, 2009

*A.L.* TO: Current and prospective members of the LIGO Program Advisory Committee  
FROM: A. Lazzarini  
SUBJECT: Guidelines and information for LIGO Program Advisory Committee (PAC) members  
Refer to: LIGO-M0900319-v2

### **Scope**

The charter of the PAC is defined in the LIGO Laboratory Charter, document LIGO-M060323. Briefly, PAC is a principal source of advice to LIGO on scientific policy, technical choices, support of the scientific community and organizational matters. It may provide peer review of scientific and technical proposals upon request by the LIGO Laboratory Directorate. This peer review will be considered by the Laboratory Directorate in providing information to the NSF on proposals the Laboratory is asked to evaluate.

The Committee meets twice per year, once in the summer (typically June), and once in the winter (typically December). Before each meeting the PAC will be provided with a written charge issued by the LIGO Laboratory Directorate. The Committee's advice will be considered by the Directorate in its decision-making process.

The NSF shall be informed of all meetings of the PAC, shall be invited to attend, and shall receive copies of those materials prepared by the Laboratory and submitted to the Laboratory by the PAC as deemed appropriate by the LIGO Executive Director.

### **Confidentiality**

All discussions and deliberations of the PAC, including its written reports to the LIGO Directorate, are considered privileged information and shall be treated with the utmost confidentiality. Specifically, PAC members may not divulge to their colleagues and funding agencies confidential information they become privy to during their service as PAC members.

### **Term of service**

The Committee members are generally appointed for an initial term of three years. New members are appointed with staggered terms to ensure continuity and renewal of the Committee.

### **Meeting Attendance**

PAC members are expected to attend meetings in person. The reasons for this are, (i) to allow them to interact frankly and privately with the LIGO leadership; (ii) to discuss frankly and privately among themselves; and (iii) to enable members to get to know each other and to interact with their PAC colleagues. While it is understandable that any one PAC member may have to miss a meeting, members who find themselves unable to attend several meetings in a row should evaluate whether their other commitments preclude them from effectively serving as a member of the PAC.

***Remuneration***

Committee members who attend a PAC meeting (in person) will receive nominal honoraria for their services. In addition the Laboratory will reimburse reasonable and allowable expenses, in accordance with Caltech and NSF travel guidelines, which PAC members incur in carrying out their service roles. These expenses include, e.g., airfare, public transportation, parking, lodging, and U.S. Government-specified per diem for those meals not provided separately. In general, receipts will be needed for those expenses for which reimbursement is requested. PAC members with questions should refer them to the Deputy Director.