Attachment(s):

- (1) "Operational Plan for future Workshops", 140 KB pdf, 3 pages.
- (2) "48 photos taken during the workshop", 500 KB pdf, 1 page.

Re:

Workshop Organization Reform and some photos from the First ISWI Workshop.

Dear ISWI Participant:

During the next few issues of the ISWI Newsletter (between now and the end of the month), I will send out some news and reports concerning the ISWI workshop that was conducted at Helwan University from 6 to 10th of November, 2010. Today's issue is the first in a series.

On behalf of the ISWI Newsletter Publisher, Prof. K. Yumoto of Kyushu University, I wish to thank all who attended this workshop. He declares it a great success because of the attendee's contributions, their frank discussion during sessions, and (last but not least) much more "capacity" was built.

During the closing ceremony of this workshop (10 Nov 2010), Dr Nat Gopalswamy of NASA gave a brief talk of about how we can improve the organization of these workshops; he condensed his talk into a three-page Power Point.

The Publisher (Prof. Yumoto) has asked me to send it out as the first item in this workshop series because of its overriding importance. I attach it as pdf. I should mention that the next ISWI workshop is scheduled for October of next year in Abuja, Nigeria more about this workshop in future issues of this newsletter.

Finally in this issue, I attach randomly photos taken during this workshop. I think we can all agree that this workshop was immensely productive as well as great fun.

Respectfully yours, George Maeda The Editor ISWI Newsletter



UN/NASA/JAXA Meetings for ISWI

Operational Plan

Circulated in ISWI Newsletter Vol. 2, Number 89

Division of Labor

- Formal Agreement: UN + host country,
 Coordination with ISWI (Hans Haubold, Joe Davila, Host scientist)
- Local Organization: Meeting logistics, local transportation, Subsistence for 50 people
- Scientific program: Focus on a theme in each meeting (Nat Gopalswamy + a theme leader), form ISOC, decide on tutorial speakers

Timeline

- 2 years before the meeting: Proposal to host a meeting made by formally communicating to UN with a copy to ISWI
- 1 year before the meeting the host scientist attends the UN/NASA/JAXA meeting to get acquainted with the organization and confirm the organization.
- 8 months before the meeting: Letters of organization signed; application for participation open
- 6 months before meeting: Financial support secured; applicants selected; LOC letters for visa sent
- 3 month before: Preliminary scientific program
- 1 month before: Scientific program finalized, printed

