

Process for Upgrades to Operational Instruments on the VLT/I

The point of contact for internal or external proposals for upgrades of operational instruments, hardware or software, is the Paranal Instrument Scientist (IS). All requests should be sent to him/her via the corresponding instrument email account (instrument@eso.org).

As chair of the Instrument Operations Team (IOT), the IS will first discuss the proposal within the IOT for scientific merit and feasibility.

If it is decided that the proposal has merit and should IN PRINCIPLE be accepted, the IS/IOT must then evaluate

- the scale and availability of resources to perform the required work at Paranal or Garching, by contacting appropriate department/ group heads,
- the technical and operational feasibility, required technical time for installation and commissioning,
- scheduling possibilities including an evaluation when the upgrade is planned to be offered to the community via the Call for Proposal,
- approximate cost of the upgrade to ESO and any requests for Guaranteed Time. This can be initially informally discussed with the Director of Paranal. Note that Guaranteed Time will only be considered for major instrument upgrades as it requires approval from ESO council.

The complete list of information (scientific merit, technical description, feasibility, installation and commissioning time, scheduling, resources, cost, request for guaranteed nights) constitutes the upgrade proposal, and is prepared by the IS with assistance from the IOT as required, in contact and agreement with the PI. When ready it should be submitted to Director of Paranal, and Head of Instrumentation division for review and decision. They may, at their discretion, require the proposal to be discussed by other bodies such as the ESO STC.

If approved, a project will be started with a nominated project manager.