



Internal Memorandum

To : Paranal Science Operations,
Paranal Software Group,
User Support Group,
Visiting Astronomer Section

From : Andreas Kaufer

May 11, 2004

Subject : **Delivery of Phase 1/2 material and Instrument Packages**

Purpose of this document

During the 8-month preparation phase of a new observing period, numerous products have to be delivered from one group within ESO to the other. The involved groups are the Paranal Science Operations group (PSO), the Paranal Software group (PSW), the User Support Group (USG), and the Visiting Astronomer Section (VISAS). The deliverables between the groups and the corresponding deadlines are defined in this document. Procedures internal to the groups are not considered but have to be defined elsewhere.

Some emphasis is given to the instrument specific deliverables, the so-called 'Instrument Package' (IP).

Instrument Package: Contents

For a new observing period, the Instrument Packages are prepared by the Instrument Operation Teams (IOT) under responsibility of the Paranal Instrument Scientists (IS).

The IP contains the following deliverables:

- update for the **Call for Proposals (CfP)**. This document must contain all instrument specific information for the users for the phase 1 proposal preparation:
 - summary of instrument news
 - links to instrument webpages and exposure time calculator
 - short description of instrument capabilities
 - instrument modes offered in the new period
 - instrument-specific observation and calibration requirements
 - instrument overheads,
- update for the **Proposal Form (ESOFORM)**. This document must contain all available instrument configurations selectable from multiple `\INSconfig` latex commands. The syntax is:
`%\INSconfig{<inst>}{<mode>}{<description>}` ,
- a zip-archive file with the **Template Signature Files (TSF)** to be delivered to the (p2pp)-user. Naming convention for the zip archive:
`<inst>-<version>-<YYYYMMDD>.zip` (e.g. UVES-244.03-20040118.zip).
The date corresponds to the archival date of the corresponding cmm module `<insid>otsf` (e.g. `uvotsf` for UVES); the version number is composed from the versions of the cmm modules of the TSF (a.bb) and the cmm module `ohsvlt` (c.dd) as `abb.dd`. The module `ohsvlt` contains the EVM, ETRM, and COSMO scripts, cf. below.
- the **Template manual** (if not part of the user manual) corresponding to the version of the template signature files,
- the **Calibration Plan** (if not part of the user manual),
- cmm module version with the **Observation Support Software (OSS)** (e.g., `fims` for FORS1/2) corresponding to the released template signature files. The released OSS is developed and tested under one target platform, which for the time being is Linux. The Linux release to be supported must have been defined beforehand and must corresponds to the Linux system to be supported by the VLT Control Software (e.g., RH9 for the time being). This should ensure that all OSS tools support the same Linux platform as supported by the p2pp tool.
- the **OSS manual** corresponding to the software version (if not part of the user manual),
- the **user manual**,

- the **instrument p2pp webpage (Instr.P2PP-page)** with phase 2 specific instructions for the new period (in html format). File naming convention: `<inst>-P2PP.html`,
- update of the **OB validation rules (EVM = External Verification Module)** for both, visitor and service mode. The requested changes should be given w.r.t. the file `doc/EVM/README.<inst>` of the cmm module `ohsv1t` in descriptive form,
- update on the **OB execution time computation rules (ETRM = External Time Reporting Module)**. The requested changes should be given w.r.t. the file `src/EVM/exec_<inst>.tcl` of the cmm module `ohsv1t` in descriptive form,
- update of the **Constraint Sets (COSMO = COnstraint Set MOdule)**. The requested changes should be given w.r.t. the file `doc/COSMO/README.<inst>` of the cmm module `ohsv1t` in descriptive form (new with P74, p2pp v2.8).

Instrument Package: Delivery Schedule and Procedure

The deadlines below are given relative to the starting date of the new period, i.e., 1st of April (odd periods) or 1st of October (even periods). The given deadlines are references only, the exact dates have to be defined between the groups for each new period and have to be communicated via the group heads. Note, that exceptionally the start of a period for a particular instrument can differ from the formal start date of the period and is defined on a case-by-case basis.

deadline	deliverable	from	to	via
-8 months	CfP info	IS/IOT	VISAS	INS SCI
	CfP comments	USG	VISAS	USG head
	CfP comments	PSO	VISAS	PSO head
	ESOFORM info	IS/IOT	VISAS	INS SCI
-7 months (Phase 1 Start)	CfP	VISAS	EUC	Observing webpage
	ESOFORM package	VISAS	EUC	Observing webpage
	ETC	DFS	EUC	Observing webpage
-6 months (Phase 1 End)	Observing Proposals	EUC	VISAS	Proposal System
	Target duplication list	USG	VISAS	USG head
-22 weeks	Supported p2pp/ OSS platforms	USG	PSO/PSW	INS SCI
-16 weeks	OPC ranking	VISAS	PSO	PSO head
-14 weeks	TSF	IS/IOT	USG	INS webpage, zip file
	OSS	IS/IOT	USG	INS webpage, cmm module
	EVM rules	IS/IOT	USG	INS webpage
	ETRM rules	IS/IOT	USG	INS webpage
	COSMO requirements	IS/IOT	USG	INS webpage
	OSS manual (draft)	IS/IOT	USG	INS webpage
	TSF manual (draft)	IS/IOT	USG	INS webpage
	Cal Plan (draft)	IS/IOT	USG	INS webpage
	User manual (draft)	IS/IOT	USG	INS webpage
	Inst.P2PP-page(draft)	IS/IOT	USG	INS webpage
	Webletter release date	VISAS	USG	VISAS head
	Phase 2 deadline	USG	VISAS	USG head
	-12 weeks	Tech.Feasibility	PSO	VISAS
-10 weeks (Phase 2 Start)	Schedule	VISAS	EUC	Webletters/USG webpage
	Carryunder status changes	USG	VISAS	USG head
	P2PP	USG	EUC	USG webpage
	P2PP Manual	USG	EUC	USG webpage
	Inst.P2PP-page	USG	EUC	USG webpage
	SM guidelines	USG	EUC	USG webpage
	TSF	USG	EUC	p2pp and IP server
	EVM scripts	USG	EUC	p2pp and IP server
	ETRM scripts	USG	EUC	p2pp and IP server
	COSMO scripts	USG	EUC	p2pp and IP server
	TM (final)	IS	EUC	Instrument webpage
	CP (final)	IS	EUC	Instrument webpage
	OSS	USG	EUC	USG webpage
	OSS manual (final)	IS	EUC	Instrument webpage
	UM (final)	IS	EUC	Instrument webpage

deadline	deliverable	from	to	via
-4 weeks (Phase 2 End)	Phase 2 package	EUC	USG	OB repository
	(SM OBs, FCs, ...)			
	OT manual	USG	PSO	USG head
	EVM scripts	USG	PSW	cmm module ohsvlt
	ETRM scripts	USG	PSW	cmm module ohsvlt
	COSMO scripts	USG	PSW	cmm module ohsvlt
-2 weeks	Carryover list	USG/PSO	VISAS	USG/PSO head
±0 days (Period Start)	final IP version	INS SCI	PSW	INS webpage
	TSF	PSW	PSO	cmm module installation
	EVM scripts	PSW	PSO	cmm module installation
	ETRM scripts	PSW	PSO	cmm module installation
	COSMO scripts	PSW	PSO	cmm module installation
	OSS	PSW	PSO	USG binary release installation
	SMTS	USG	PSO	SMTS queues, SMTS webpages
	LP Carryover list	USG	VISAS	USG head

Acronyms

CfP	Call for Proposals
COSMO	COntstraint Set Module (for p2pp)
EUC	ESO Users Community
EVM	External Verification Module (for p2pp)
ETRM	External Time Reporting Module (for p2pp)
Instrument webpage	(public) located at <a href="http://www.eso.org/instruments/<inst>">www.eso.org/instruments/<inst>
<insid>	to be replaced by the instrument id (two letter)
<inst>	to be replaced by the instrument acronym
INS webpage	(internal) located at www.eso.org/insnews/internal/ip.html
INS SCI	Paranal Instrumentation Scientist
IOT	Instrument Operation Team
IS	Instrument Scientist(s)
LP	Large Programs
PSO	Paranal Science Operations
p2pp	phase 2 preparation (tool)
SMTS	Short-Medium Term Schedule
TSF	Template Signature File
USG	User Support Group usg@eso.org
USG webpage	(public) located at www.eso.org/observing/
VISAS	Visting Astronomer Section (visas@eso.org)
PSW	Paranal Software Group

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