

## 1 Title: The Title of the Survey

**PI: PI's Intials and Name, PI's affiliation, Country**

### 1.1 Background

**Guidelines** - The Principal Investigators (PIs) whose Spectroscopic Public Survey (SPS) proposal has been reviewed by the Spectroscopic Public Survey Panel (SPSP) and recommended by the Observing Programme Committee (OPC) are now asked to submit the Survey management Plan (SMP). For the preparation of the SMP, please follow the Guidelines illustrated at the beginning of each section below.

The SPS SMPs will be made public via the ESO Public surveys web pages and referred to in the ESO calls so that users of the Normal ESO programs are informed of the target lists and observing strategies. Duplications will then be avoided.

The PI should use this section to provide high level information that are considered useful for the EST in supporting the SPS.

**End Guidelines**

## 2 Survey Observing Strategy

**Guidelines** - Observations for the spectroscopic surveys will be executed in visitor mode. The observers from the survey teams must prepare the observing blocks (OBS) before each observing runs, as for a Service Mode run. These OBs will be checked in the ESO repository and executed via the Observing tool (OT) by the Telescope Operator/Support Astronomer at the telescope. Whenever OBs are updated or changed, these OBs must be checked in and executed via OT.

The observers from the survey teams will be asked to submit a visitor run report to the ESO Survey team (EST) at the end of each observing run. This “end-of-SPS-run” reports should contain the list of executed OBs IDs, their status and QC grade.

**End Guidelines**

### 2.1 Scheduling requirements

**Guidelines** The PI must provide the observing plan for the duration of the entire survey. The observing plan must illustrate the total number of requested observing visitor runs, the observing conditions, average run length and number of observers. In the review by the EST these requests will be compared with those stated in the submitted proposal.

**End Guidelines**

Table 1: Scheduling requirements

Period	Number of nights	Number of runs per period	Number of observer per runs	Average run length
P89				
P90				
P91				
..				..
				..

Table 2: Observing requirements

Period	RA ranges	N. of targets	N. of hours	Priorities	Av. Moon condition	Transparency
P89	14-15	3	24	1	gray	
P89	20-22	1	8	5	bright	
P89					gray	
..					..	
P90					dark	
P90					bright	
..					..	
					..	

## 2.2 Observing requirements

**Guidelines** The PI must provide the observing requirements for the duration of the entire survey. The observing requirements must illustrate the distribution of targets in RA and total observing time in each RA bin, priorities for the RA ranges in different semesters, and observing conditions. Priorities: 1 – > High, 6 – > Low . More than one table can be added, depending on the number of targets and the scheduling requirements.

In the review by the EST these requests will be compared with those stated in the submitted proposal.

**End Guidelines**

## 3 Survey data calibration needs

**Guidelines** The PI should describe the type of calibration required, frequency and their application to the data. Indicate whether special calibrations are required.

**End Guidelines**

## 4 Data reduction process

**Guidelines** The PIs must submit a detailed description of the data reduction process as executed by the pipeline to be used. A block diagram synthesizing each step from the raw data to the calibrated product should be presented. Such diagram must be accompanied by a detailed description indicating, for each step of the data reduction.

**End Guidelines**

Figure 1: A block diagram synthesizing each step from raw data to the calibrated product should be presented.

Table 3: Allocation of resources within the team

Name	Function	Affiliation	Country	FTE allocated to project
J. Smith	PI	XXX Observatory	F	0.5
P. Ters	Pipeline	University of YYY	Fin	0.2
A. Bigail	Photometry	ZZZ University	P	..
B. Good	Astrometry	XXX Observatory	RCH	..

## 5 Manpower and hardware capabilities devoted to data reduction and quality assessment

**Guidelines** The PI must provide a description of the detailed responsibilities of the members of the survey team; the observers and expected FTE already committed or to be allocated.

The PI must describe the tools, procedures and available hardware to deal with the data flow from the ESO telescopes.

**End Guidelines**

## 6 Data quality assessment process

**Guidelines** Although each product or set of products from SPS will be delivered with a measurement of fundamental quality parameters and their errors, the SMP must contain a section describing in detail the quality control process to be applied to the data.

Specifically, this section should describe: quality control criteria and samples of control data to be used for validation; any other procedures that the team intends to carry out for quality assurance purposes; software tools to be used; planned validation of tools and procedures.

The PIs are reminded that they have the sole responsibility of the quality and accuracy of the data products delivered to ESO archive, even if ESO reserves the right to carry out independent validation of representative parts of the delivered datasets.

**End Guidelines**

## 7 External Data products and Phase 3 compliance:

**Guidelines** In this section the PI should describe the data products that are part of the Phase 3 submission to ESO. Depending on the scientific goals and observing strategy of the programme, SPS are prompted to deliver a wide range of products:

1. One-dimensional wavelength and flux calibrated spectra for each survey target covering the spectral range of the survey with the signal-to-noise map as function of wavelength; the 1-D spectra constitute the basic deliverable of any SPS.
2. Spectral time series, that is one spectrum per target per epoch for variability surveys. We suggest that these spectra are binned to the same scale.

3. Catalogs of targets and their physical parameters measured to achieve the survey scientific goals [for example: radial velocities, object classifications, calibrated EW of emission/absorption lines, line ratios, element abundances etc.].
4. Photometric time series (light curves) of spectroscopic targets which are produced by the survey team to support the scientific programme.
5. Two-dimensional wavelength calibrated and distortion corrected spectral frames in the relevant wavelength range of the survey.

The data to be delivered during Phase 3 must comply with the data standards which are published on <http://www.eso.org/sci/observing/phase3.html> and which will be extended in due time to account specifically for spectroscopic data products.

#### **End Guidelines**

## **8 Timeline delivery of data products to the ESO archive:**

**Guidelines** The PI must provide a time-plan which describes the data product delivery to the ESO archive as the telescope observations progress.

The raw data for the Spectroscopic Public surveys can be accessed via the ESO User Portal as soon as they become available in the ESO Science Archive Facility (SAF). The raw data will become immediately public via the ESO SAF web pages. SPS team can ask for a backup of the raw data from the La Silla/Paranal observatory at the end of each observing run.

On the basis of the current Phase 3 process for public surveys, data products from the SPS team are expected within the semester following the one in which the raw data were downloaded/retrieved by the SPS team.

This timeline must include the milestones set by the progress reviews by the SPSP which will be conducted after 18 months from the starting of the surveys.

#### **End Guidelines**