

To: COO Observers
From: S. Kulkarni, Director
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EXECUTIVE SUMMARY.

As a part of our MRI funded Keck 1 Deployable Tertiary Mirror (K1DM3) we will be offering a "UC-Caltech Partnership TOO" program for 2015B. TOO triggers allocated under this framework allow for the PI to request TOO observations from both UC and Caltech observers.

The framework is given below. I recognize that we are behind the curve in terms of implementing the timetable stated in the MRI proposal (and I remind everyone that the proposal was signed off by the CARA Board). The Director's office will be actively engaged in this project so that hiccups will be forestalled and in the worst case, minimized.

BACKGROUND.

Pursuant to the stated goals of the K1DM3 NSF proposal UC and Caltech and have agreed to start a joint TOO program starting in 2015B. Currently, UC and Caltech have their own TOO programs. These programs have been in effect for the past many years. So there is considerable experience in both institutions for this mode of observing. The proposed "partnership" TOO program is an "add on" to the existing programs at UC and Caltech.

The COO and UCO Directors informed the SSC of their desire to start implementing the roadmap written in the NSF MRI proposal and presented a plan to the SSC. Following a discussion at the SSC the Directors constructed a framework for implementation.

The rules of the Partnership TOO program were constructed bearing in mind a balance between the needs and tradition of classical observing and the growing needs of time domain astronomy. The rules are aimed to be equitable and fair to all participating partners. Sharing of resources lead to better returns for the Observatory as a whole (which is the primary motivation of the K1DM3 project) but as experience has shown it can also lead to friction and dispute. The rules were constructed with an intention to reduce friction by absolute transparency, and encourage collaboration when it makes sense. Since in the long run the proposed program will include other partners the final arbitration (in case of disputes) has been assigned to the Chief Scientist, WMKO (this is a newly created position that is expected to be filled in shortly).

FRAMEWORK:

1. UC or Caltech researchers can propose to their own TACs for "Partnership TOO" observations on Keck 1 and/or Keck 2.
2. Each TAC will judge the proposals sent to their committees. Each TAC can choose to forward UP TO SIX (6) triggers to the "Partnership TOO" program.
3. The partnership program recognizes that there may be similar requests from UC and Caltech. In the interests of collegiality the "selecting" officials (UCO and COO Directors, in this instance) will exchange the summaries of the successful Partnership TOO programs.
4. Approved TOO PI should call and email Observing PI. First-come, first served.
5. Until the K1DM3 is commissioned TOO PIs cannot request a change of instruments.
6. We also place a limit of no more than one interrupt per night per telescope.

7. The maximum interruption is 1-hour wall clock. This includes required night time calibration and restoring back the instrument mode.
8. The Observing PI will make "best efforts" to accommodate the request by TOO PI. The Observing PI can be reasonably expected to complete their on-going observations (e.g. multi-slit sequence, attend to time-critical planetary observation, limited visibility of the prime target of the classical night time PI's program).
9. It is the responsibility of the TOO team to use their hour wisely (a possible suggestion: work with the observing PI to maximize the allocated 1 hour).
10. WMKO will set up an accounting system to keep track of executed TOO triggers. Upon the completion of the TOO observations the Observing Assistant (OA) will complete a short form (TOO PI name, program, start and end of TOO program). A formal report is sent by the Observing PI (in particular explaining potential delay in fulfilling the request, if any) to the TDA lead at Keck (currently, Randy Campbell). Likewise the PI of the TOO program is also expected to send her/his own report (quality of data, feedback) also to the TDA lead at Keck.

ADDITIONAL NOTES (FOR CALTECH OBSERVERS):

- The above "partnership" TOO program applies to all UC and Caltech observers on Keck (no postdoc exclusion, for instance).
- The present scheme does not apply to time allocated to Yale, Swinburne, ANU/AAL
- The above "partnership" TOO program does not displace the existing TOO program at Caltech (including the option for Caltech postdocs to opt out of the TOO program).
- Caltech proposers should indicate which TOO program they wish to propose for: internal Caltech TOO program (which has been around for some time, and also includes P200) or the Partnership TOO program.

Proposers should justify TOO request (e.g. the partnership TOO is well suited for rapid TOOs such as GRBs whereas the Caltech TOO program is arguably better suited for "leisurely" TOOs (e.g. Tidal Disruption Flares).

WMKO will report on the usage of the joint TOO program at the first SSC meeting following the end of each semester. The spirit of this program requires that there should not be persistent imbalances of usage (between the two partners). Should such imbalances arise then the number of TOO triggers will have to be readjusted.

NOTE: Separately, UC, NASA and IfA plan to attempt a partnership "cadence" program for 2015B. Since we have no experience with cadence observing I opted to delay entry of COO into the cadence program (required under the terms of the MRI proposal). COO will be joining the cadence program in 2016A.