



INTERNAL MEMORANDUM

25 September 2009
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From: F.Comerón
To: Archive Department
Subject: ESO Data Access Policy Implementation Guidelines

1. Introduction

This memo presents the guidelines for the implementation of the ESO Data Access Policy (<http://archive.eso.org/cms/eso-data-access-policy>) for various types of ESO deliverables. As stated in the Policy, all exceptions must be approved by the ESO Director General.

2. General

Throughout this memo, the term “Principal Investigator” (PI) is used to collectively describe all: the PI him/herself, the person(s) to whom the PI delegated access to his/her data, as well as the group of users who share privileged access to some datasets (e.g. the pool of users sharing Rapid Response Mode data).

Throughout this memo, the term “publicly available” indicates default data access policy for data not restricted to PIs. Present default policy is that such data are available for users worldwide. The system must still preserve the possibility of limiting access to users located in a subset of countries. This includes, but is not limited to, ESO Member States, with or without Chile.

3. Data access policy implementation guidelines

For the purpose of determining access rights to a frame, the value of the “HIERARCH ESO DPR CATG” FITS keyword in the primary HDU of the frame shall be used to identify the frame category (science, acquisition, calibration, etc.), as described in the ESO Data Interface Control Document (GEN-SPE-ESO-19400-0794).

3.1. Raw science and acquisition frames, data part

- The proprietary time period, during which the data will be available only to the programme’s PI shall be set by default to one year, unless the following SQL query into the opc70 database:

```
SELECT proprietary_time  
FROM opc70.obs_runs  
WHERE run_code='<run id>'
```

returns result other than 12 months. For the purpose of calculation of

the non-standard proprietary periods, one month shall be assumed to be equal to 30 days.

- The atomic unit of the proprietary period is a full day, i.e. the proprietary periods shall be counted until midnight UTC.
 - The proprietary period shall be counted from the moment the data were made available to the PI. This moment is specifically defined as:
 - For Visitor Mode data: the moment of frame acquisition, as determined by the value of the 'MJD-OBS' keyword in the frame's header.
 - For Service Mode data, the earlier of:
 - The date when notification has been sent to the PI that his/her archive request for delivery of data has been successfully completed.
 - The posting date of the PI Package prepared by the Archive Operations Group of the Archive Department.
- If none of the above two events occurred, the proprietary period shall be counted as in the case of the Visitor Mode data.

3.2. Raw science and acquisition frames, metadata part

- Shall be publicly available immediately.

3.3. Processed science and acquisition frames, data and metadata

Includes preview images, catalogues, ancillary data, etc.

- Processed frames shall be available to the PI immediately.
- Access for non-PIs has two cases:
 - If there is a mutually agreed (user and ESO) release date for the dataset, it shall be made publicly available after that date. If any of the associated raw frames remains proprietary, it shall have the release date set to the dataset's release date.
 - If the dataset has no specified release date, the data and metadata shall be made publicly available when the proprietary period has expired for all raw science files from which the processed file has been derived.

3.4. Calibration frames (data and metadata)

- Shall be publicly available immediately.

3.5. Pre-operations frames (data and metadata)

Includes commissioning, science verification, etc.

- Such data shall be publicly released only on a case-by-case basis. All releases require a specific approval from the Director of the La Silla Paranal Observatory.

3.6. Other data (pixels and metadata)

Includes observatory tests, technical data, simulations, corrupted data, data in not supported formats, unclassifiable data, etc.

- Such data shall not be publicly available. They can only be made available to the observatory staff to support their functional duties.

3.7. Proposal title and observation schedule

- Shall be publicly available immediately.

3.8. Proposal abstracts

- Proposal abstract shall be made publicly available when the proprietary period has expired for at least one science frame belonging to the relevant programme.

3.9. Operation logs

- Shall be publicly available immediately.

3.10. Ambient conditions records; all-sky camera images

- Shall be publicly available immediately.