

APPROVED BY

RTTAC Chairman Dr. Phys.-Math.Sci., Prof.



K.A. Postnov

RULES OF PROCEDURE

of the Russian Telescope Time Allocation Committee (RTTAC) at the Federal Agency of
Scientific Organizations

§1

This document defines the rules of procedure of the Russian Telescope Time Allocation Committee (hereinafter RTTAC) of the Federal Agency of Scientific Organizations and the basic rules for managing observations at large Russian telescopes. The document was developed in accordance with the Statute of RTTAC approved by the order of the Federal Agency of Scientific Organizations No. 675 of December 19, 2016.

§2

In accordance with the Statute of RTTAC, its tasks include:

(a) scientific and scientific-and-technical expert investigation of proposals received from astronomers of Russia and other countries to optical and radio telescopes located in organizations subordinate to the Agency:

- the 6-m BTA optical telescope of the Special Astrophysical Observatory of the Russian Academy of Sciences (SAO RAS) with a mirror of the 6-m diameter;
- the RATAN-600 radio telescope of SAO RAS with a ring antenna of the 600-m diameter;
- the Zeiss-2000 optical telescope in Terskol, the International Center For Astronomical, Medical, and Ecological Research of the National Academy of Sciences of Ukraine with a mirror of the 2-m diameter, within the quota allocated to the Institute of Astronomy of the Russian Academy of Sciences;
- the ZTSh optical telescope of the Crimean Astrophysical Observatory of the Russian Academy of Sciences with a mirror of the 2.6-m diameter;
- the RT-22 radio telescope of the Crimean Astrophysical Observatory of RAS with a mirror of the 22-m diameter;
- three radio telescopes of the "Quasar" VLBI network (Institute of Applied Astronomy of RAS) with a mirror of the 32-m diameter;

(b) the telescope time allocation at the telescopes specified according to results of expert reviews on a competitive basis.

The Committee---size, membership, Chairman---is proposed to the Academic Council on Astronomy of RAS and approved by the head of FASO taking into account the opinion of the Bureau of the Physical Sciences Division of the Russian Academy of Sciences (RAS) for a period of 5 years. At the end of the term, the Committee must be changed by not less than 1/3 and must be approved in accordance with the established procedure. The term of office of the Chairman is 5 years. To carry out the expert investigation, the Committee involve the external expert astronomers from Russia and other countries.

§4

The proposal form and the procedure of carrying out the investigation are determined by the decision of the Committee in accordance with this Rules and the RTTAC Regulations. The proposal procedure is approved by the Chairman and is the same for all telescopes.

§5

To analyze the progress of observation programs at Russian telescopes, the Committee regularly organizes user conferences.

§6

The heads of organizations managing large telescopes organize technical reviews of incoming proposals prior to beginning of work of the Committee. Technical expert reviews involve assessing the feasibility of a proposal and the amount of time required, the availability of necessary equipment, the correspondence of the claimed time to phases of the Moon.

§7

The quotas for the time allocated to the Committee at the Zeiss-2000, ZTSh, and RT-22 telescopes and the radio telescopes of the ``Quasar" VLBI network are determined by the heads of organizations managing them and are considered by the Committee after their required actions.

§8

To ensure technical work and provide assistance to the Committee's Scientific Secretary, the SAO RAS Director, in agreement with the Chairman of the Committee, appoints the Executive Secretary of the Committee from the staff of SAO RAS. The function of the Executive Secretary of the Committee is to assist the Scientific Secretary of the Committee in addressing the tasks defined in the RTTAC Statute.

§9

Competition and allocation of telescope time at optical telescopes are performed in three categories in accordance with the phases of the Moon: dark time (± 5 nights from the new Moon), half dark time, light time (± 6 nights from the full Moon).

The unit of time allocation for optical telescopes is an observation night defined as the time between evening and morning astronomical twilight. The time allocation unit for radio telescopes is a day. Observation programs can be fulfilled separately or in blocks using compatible instruments.

§11

To provide maintenance and development works at telescopes, technical and preventive nights are allocated, the number of which is determined by the Committee as advised by the heads of organizations managing the instruments.

§12

In order to carry out target of opportunity programs and study new astronomical phenomena, the Committee allocates buffer time within the limits of the provided quotas to the disposal of heads of organizations managing large telescopes.

§13

The Committee can identify key programs with the highest priority out of the proposals that have passed the competitive selection.

§14

Scheduling observations on telescopes is organized by the heads of observatories, in charge of which these telescopes are. The observing schedule and supervisory program managers must be approved by the observatory leaders no later than 30 days before the beginning of the next half-year.

§15

The management of the organizations managing the telescopes are responsible for maintaining the observed data obtained on them, creating and maintaining archives of the observed data. Regulations on data archives are approved by the management of organizations in agreement with the Committee.