

Organization Changes

During its December meeting in Hawaii, the CFHT Board of Directors had directed the executive towards a major reorganization of CFHT, including the elimination of the position of Chief Engineer.

The responsibilities of this position will now be shared by the groups supervisors and the directors. The former will have increased responsibilities and latitude in the management of their respective groups, and they will report directly to the directors.

Furthermore, a long term plan will be developed in the next 12 months, with the goal of even more concentrating the telescope in the area(s) in which it can excel.

G. Monnet

'On-Line' Observer's Manuals

The task of documenting the multiple CFHT instruments and telescope configurations is taken seriously at CFHT, but is not of much help if users cannot obtain manuals easily. We all become more impatient today being spoiled by the rapidity of electronic communications and files transfer; normal mail sounds sometimes archaic. Therefore, we have developed an easy to use procedure for observer's manual retrieval for outside users.

CFHT has a public ftp directory that can be accessed by all. The machine name is: ftp.cfht.hawaii.edu. On this machine, one has access to 2 directories of interest:

- ~ftp/pub/world
- ~ftp/pub/cfht-manuals

The former is a general transaction directory; files can be written, copied or retrieved there for various purposes. The latter has a tighter protection and allows only retrieval of files. It contains a postscript printable version of all available CFHT observer's manuals for the various CFHT instruments. The following is an example of an ftp session to retrieve a manual:

```
{prompt}:ftp ftp.cfht.hawaii.edu
{prompt}:login: anonymous
{prompt}:Password: (enter your E-mail address here)
{prompt}:cd pub/cfht-manuals
{prompt}:ls
{prompt}:binary
{prompt}:get manualname.ps.Z
```

All the manuals are in compressed form to reduce their sizes and minimize risk of failure during transmission. The compression algorithm is the well known UNIX "compress" command. If you do not have access to a UNIX machine, you can contact a CFHT resident astronomer to uncompress temporarily the manual you want to retrieve. As always, you may request a hardcopy version of the manual through mail. This same directory also contains an up-to-date copy of the observing proposal, and of the instruments/upper-end configurations available at the telescope. An update of the CCD group progress, and devices available will in the same way be made available. The names of the manuals are self-explanatory. You can also find on the directory pub/library the file meetings.doc which is a list of international meetings in astronomy. This list is updated daily by the CFHT Librarian.

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Policy for New, Non-CFHT, Instruments

Definitions

By "Guest Instrument", we understand an instrument essentially dedicated to and normally used at CFHT, open to our whole community, with an observational scope wide-enough to likely attract a sizeable share of nights, and, once operational, for which the Corporation can be asked to provide a significant technical support. It is assumed that this includes a substantial responsibility on the part of CFHT to put the instrument in operation on the telescope on a regular basis, a prime example of that presently being HRCAM.

What separates such a Guest Instrument from a general use CFHT instrument is that, for the former, funding for its construction does not come from the Corporation.

Policy on Guest Instruments

When an instrumental project seems likely to fall into this category, we strongly urge the builder's team and the funding Agency to contact officially the Corporation, through the Executive and the SAC, before it is approved or funded, to discuss the amount of support that would be required from CFHT for the implementation and operation of the instrument.

If recognized as a possible bona fide Guest Instrument project, the Executive will initiate a technical/operational study, with the help of the builder's team, taking into account the various aspects of the project, including the data acquisition/data processing schemes and the breakdown of operational responsibilities between the builders team and CFHT. In parallel, the SAC will make an analysis of the likely scientific impact of the project. If appropriate, a working group with representatives from the three countries will be set up by the Executive, with the advice of SAC, to undertake these studies.

The conclusions of both studies and, if applicable, the decision by the Board based on both the scientific and the technical recommendations, will be conveyed to the builders and to the relevant funding Agency (or Agencies).

When such a guest instrument project is approved/funded, an M.O.U (or a letter of agreement) will define, on a case by case basis, the reciprocal responsibilities between the builder's team(s) and the Corporation both for the development and the exploitation phase. It is expected that as part of such agreements, substantial modifications to the instrument would require a prior joint agreement between the builders and the Corporation, since such changes might affect already scheduled programs or the operational support by the Corporation. Furthermore, any such modifications will be fully documented.

Policy on Visitors' Instruments

Any proposed instrument project which is not recognized as a Guest Instrument by the Corporation, will be treated as a Visitor Instrument, with no technical or financial support for either its development or operation from the Corporation, beyond the customary help, as spelled out in the Observers' Manual.

Exceptions permitting some technical or financial support requested by the builder may be recommended by SAC following a scientific evaluation of instruments widely used by the community.

J. Glaspey