

WORKING PROTOCOL FOR IMPLEMENTATION OF THE AGREEMENT OF 1995 BETWEEN TÜBİTAK, İKİ RAN AND EAO KSU

DEFINITIONS

TÜBİTAK	:	Scientific and Technical Research Council of Turkey
İKİ RAN	:	Space Research Institute of the Russian Academy of Sciences
EAO	:	Engelhardt Astronomical Observatory
KSU	:	Kazan State University
TUG	:	TÜBİTAK Ulusal Gözlemevi(TÜBİTAK National Observatory)
LOMO	:	The firm in St. Petersburg that manufactured the AZT22 telescope
Agreement	:	The agreement signed in 1995 by the respective authorities of İKİ RAN, EAO, and TÜBİTAK
JSTC	:	Joint Scientific and Technical Committee set up in accordance with item 6 of this Protocol.
Common instrument:		Observatory instrument open to common use by all users associated with the signatory parties.

1. INTRODUCTION

İKİ RAN, EAO and TÜBİTAK note with satisfaction that the AZT22 telescope of İKİ RAN and EAO, installed at the TUG site at Bakırlitepe is ready for operation. The parties acknowledge their Agreement signed in 1995 on the basis of which the cooperation on the AZT22 has developed successfully. This protocol defines the guidelines for operation of the telescope and related matters of scientific and technical collaboration, referring to the framework of the Agreement.

2. RESPONSIBILITIES

2.1 The AZT22 is owned by İKİ RAN and EAO while TUG is responsible for maintenance. The owner's responsibility covers the mechanical and optical quality of the telescope and any deficiencies from manufacture at the start of operations, and includes the provision of training and documentation in English to serve as technician's manual and user's manual. In the absence of ready documentation, installment and maintenance work will be recorded to update the documentation, at every instance of work on the telescope and instruments. TUG administration is responsible for editing the records to maintain the documentation in uniform and user friendly format. TUG's responsibility starts at the point when telescope and instruments are first tested and calibrated. When problems arise TUG decides on the basis of available documentation and available facilities in Turkey whether to call in Russian help. In the case of problems that were not encountered before, TUG will

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consult with the Russian site to decide whether to call in Russian help. The party that does the repair is responsible for correcting and paying for any damage or failure during the repair. Item 2.6 of the Agreement applies for Russian specialists' visits.

- 2.2 IKI RAN/EAO shall be responsible for all problems considered as due to production and/or storage at LOMO and shall be solved by IKI RAN/EAO. The cost of any replacement parts resulting from faulty construction and storage shall be borne by IKI-RAN/EAO. For damages that arise because manuals and technical requirements were not observed, cost of repairs will be borne by the party of the staff member or observer. Damages by guest observers will be borne by the party on whose telescope time the guest observer has been working.
- 2.3 In accordance with item 2.6 of the Agreement, TUG shall be responsible for the maintenance of the telescope and focal plane instruments.
- 2.4 IKI/RAN and EAO shall give initial training to Turkish technicians and astronomers in order to carry out the maintenance mentioned in item 2.3. IKI/RAN and EAO have supplied TUG with all the LOMO information/documentation, including technical specifications, electrical/electronic circuit diagrams, and mechanical drawings of the AZT22 telescope in Russian. This documentation will be clearly sorted and labeled by IKI/RAN and EAO and a document in English covering maintenance issues as well as an index to the full documentation will also be supplied. TUG is responsible for keeping the documentation in good order.
- 2.5 Russian or Turkish specialists, as the case may apply, shall give proper training to night assistants to operate a focal plane instrument. For each instrument provided, the providing party shall supply a User Manual, including short technical descriptions.

3. OPERATION OF THE TELESCOPE

- 3.1 Night assistants shall be responsible for the operation of the telescope according to the manuals and shall assist Turkish and Russian astronomers and their international collaborators with the focal plane instruments. TUG shall be responsible for the night assistants as members of TUG staff. Night assistants shall be responsible for recording daily telescope operation reports in English in the logbook of observations. TUG will place calendar of observations and selected results on the WEB site. An electronic version of the logbook of observations will be on the WEB site with access limited to administrators from TUG, IKI/RAN and EAO.

4. PROCEDURES FOR COMMON INSTRUMENTS

- 4.1 A Common Instrument consists of a main instrument, accessories necessary for that instrument (cabling, filters etc.) , and control computer(s) if needed for that instrument. Common instruments are those focal plane instruments that are open to the use of all observers (Turkish, IKI RAN, EAO and guest observers in collaboration with any of the parties). A common instrument may be contributed

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fully by any of the parties or jointly by more than one party. The observing time ratios do not apply to each focal instrument separately but only to the total observing time of each party.

4.2 The following instruments shall be the common instruments

- (a) Coudé spectrometer
- (b) Cassegrain spectrometer
- (c) Imaging CCD
- (d) Secondary CCD on guide telescope
- (e) Four channel photometer at Cassegrain focus
- (f) Any future instrument adopted by JSTC

The observing time ratios need not apply to each common instrument.

4.3 The User Manual of each common instrument shall also be available on the TUG WEB site. Construction of the WEB pages will be made by TUG according to the availability of data/information indicated in item 2.5

4.4 Any cost of transportation to Turkey shall be paid by the party who provides the instrument. The customs duty shall be paid by TUG.

5. MAINTENANCE OF THE TELESCOPE AND COMMON INSTRUMENTS

5.1 IKI RAN /EAO, as proprietors of the telescope, shall keep a necessary supply of vital spare parts on the site for AZT22 (custom made fuses and/or out of date fuses, electronics and electrical parts etc.) in order to reduce any "down time" of the telescope. If additional spare parts are needed from Russia, IKI RAN and EAO shall send them and pay for transportation; the customs duty shall be paid by TUG. If repair in Russia is needed, TUG will pay for transportation of the damaged part to Russia and back.

5.2 If it is deemed necessary by JSTC, TUG shall invite Russian specialists to carry out the maintenance and repair at TUG in accordance with item 2.6 of the Agreement.

6. JOINT SCIENTIFIC AND TECHNICAL COMMITTEE

6.1 A Joint Scientific and Technical Committee (JSTC) shall be set up in order to merge and approve the observing program, coordinate time sharing, define joint scientific objectives, implement scientific projects, coordinate long term technical planning and other related matters.

6.2 JSTC shall consist of

- A representative of IKI RAN
- A representative of EAO/KSU
- A representative of TUG
- The director of TUG



Chairmanship of JSTC alternates between Turkey and Russia in successive meetings.

- 6.3 The JSTC meets at TUG twice a year. Local expenses of the Russian members will be met by TUG. In between meetings the JSTC conducts its business by e-mail.

7. ALLOCATION OF OBSERVING TIME AND IMPLEMENTATION OF SCIENTIFIC AND TECHNICAL COOPERATION

7.1. TUG, IKI RAN and EAO are each responsible for the selection of proposals on their share of observing time. Such proposals are subject to internal selection procedures on either side. A joint observation between TÜBİTAK and either IKI RAN or EAO will be charged 40% time to TÜBİTAK and 60% to the Russian party. If both IKI RAN and EAO are involved, then the time charges will be 40% to TUG, 15% to IKI RAN, and 45% to EAO. Each party is free to engage in international collaborations within that party's time share. For joint international collaborations, time will be charged to each party in proportion to their overall time shares. Every six months, the lists of proposals selected by each party will be merged by the JSTC into an observatory program. Optimum dark nights will also be shared according to this proportion. Redistribution of the observation time between six month schedules is possible by the approval of JSTC. Periods of time allocated but not taken up or used during a six-month observation period may not be transferred to subsequent periods.

7.2. Data rights belong to the observer(s) for one year. For the second year after the observation, the data will be open to the nation of the observer concerned (Turkey or Russia). For joint observations involving Turkish and Russian parties data will be opened to both nations in the second year. Management of the data archive, rules of access, mirror sites and backups will be decided by JSTC.

7.3. All persons using the telescope or any instrument shall observe TUG rules of operation (in English). TUG rules of operation will include technical rules and points of caution for the specific instruments, as provided by the party contributing that instrument. TUG will ensure that these rules are available to all observers and staff. Final calibration data for the instruments will be available to users and staff and will also be placed on the WEB site.

7.4. All problems during observations and regarding the daily operations at TUG will be communicated to the responsible TUG officers.

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8. TARGETS OF OPPORTUNITY

Observation proposals for targets of opportunity (TOO) can be selected by all parties. If a TOO observation is realised, data rights will belong to the proposing observer(s). The observation time will be charged against the time share of the particular party (or parties, for joint TOO proposals, with time charges in the same proportions as overall observing times). When alerted the telescope will point at the target of opportunity. The displaced scheduled observer will receive compensating observing time, to be arranged by the TUG director if possible in the short run, and by the JSTC for compensation in later six-month observing programs. TUG administration can decide, with agreement of the parties, to point the telescope at sudden alerts for sources that are not preplanned TOO. Such observations will be treated as joint observations of the agreeing parties. If prompt consultation with collaborating parties is not possible, the TUG director can decide for sudden alert observations. In this case the observation will be treated as a joint observation if the parties agree on notification after the observation. For sudden alert observations the time compensation of the scheduled observer follows the rules laid out for TOO observations.

9. OPERATION COSTS

- 9.1. TUG shall not be responsible to cover any health insurance or for other personal needs. In connection with item 2.4 of the Agreement, health insurance is arranged and paid by the visitors or arranged by the TUG administration and deduced from their compensation, at affordable local rates.
- 9.2. Russian astronomers (beyond the quota of visits according to the item 2.4 of the Agreement) will pay for guest house expenses and meals at the site at the nominal level annually determined by TUG-TÜBİTAK, not exceeding the limits set by Russian regulations for scientific visits to Turkey.
- 9.3. The default amount for data recording and transfer material (DAT tape, CD etc.) per observation are determined by the TUG administration. TUG staff will provide materials and services. Requirements beyond the default will be borne by the user party.

10. RESOLUTION OF DISPUTES

All disputes arising between the parties concerning the implementation or application of this protocol will be solved by JSTC.

11. PERIOD OF VALIDITY

This protocol shall continue in force until the date of expiry of the Agreement.

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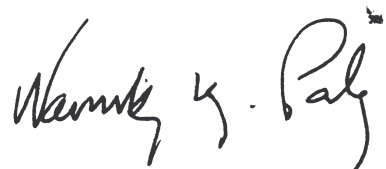
J. Cozzani

12. RECORD OF THE AGREEMENT

This text is prepared in the English language only and signed in three copies, for each signatory party to keep one copy of the agreement.

Date: 03 / 08 / 2000

For TÜBİTAK Prof. Namık Kemal PAK, President



For İKİ RAN Prof Rashid SUNYAEV



For EAO/KSU Prof. Nail SAKHIBULLIN, Director



This protocol was prepared at a meeting held at TUG offices, Antalya, TURKEY,
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