



Atacama Large Millimeter / submillimeter Array

ALMA Internal Policies for the use of ALMA data

ALMA-XX.XX.XX.XX-YYY-A-PLA

Version: 3
Status: draft

2014-07-04

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Released by:	Organization:	Date:

Change Record

Version	Date	Affected Section(s)	Change Request #	Reason/Initiation/Remarks
0.0	2012-10-01	All		New document
0.1	2012-12-19			After comments by EU ARC
1.0	2013-03-06	All		After comments by SciOps
2.0				Approved by SciOpsIPT 2013-03-08
3.0	2014-05-28			Revised version after discussion with EOC Lead, deputy and ALMA deputy director: JAO management changed the paper submission embargo period in "Policy for Publication of EOC, SV and Test Data"
3.0	2014-07-04			All subsequent modifications are responsibility of JAO management

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1 Introduction

1.1 Purpose

The purpose of this document is to define the internal policies for ALMA staff to grant access to the ALMA proprietary data.

1.2 Scope

All ALMA staff must agree upon the policies written in this document before being granted access to ALMA data, both engineering and scientific data.

2 Related Documents

2.1 Related Documents

The following list of documents is applicable to this document to the extent specified. In the case of applicable documents, which are identified as “AD” numbers, the most recent version of the document is valid. For all reference documents, which are identified as “RD” numbers, the version shown is valid. For AD documents: in the event of conflict between the documents referenced herein and the content of this internal policy document, the content of the internal policy document is superseded.

Ref. Doc.	Document title	ALMA Doc. number
[AD 01]	ALMA Archive policies	2013-05-31 A.1.20
[AD 02]	Users’ policies	ALMA Doc

Ref. Doc.	Document title	ALMA Doc. number
[RD 01]	ALMA Operations Plan, version D	ALMA-00.00.00.00-002-D-PLA.A
[RD 02]	Users’ Policies	ALMA Doc
[RD 03]		
[RD 04]		

2.2 List of Acronyms and Abbreviations

The list of acronyms and abbreviations used within this document are given below.

Acronym or Abbreviation	Definition
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AIV	Antenna Integration and Verification
ALMA	Atacama Large Millimetre/Submillimetre Array
ARC	ALMA Regional Centre
col	Co-Investigator
PI	Principal Investigator
DRM	Data Reduction Manager
QA2	Quality Assurance stage 2
EOC PS	EOC Project Scientist
CS	Contact Scientist
CSV	Commissioning and Science Verification
EOC	Extension and Optimization of Capabilities
JAO	Joint ALMA Observatory
SB	Scheduling Block
iSOPT	Science Operations Team
SVC	Science Verification Coordinator
SIST	System Integration

3 Definition of ALMA Data and ALMA staff

3.1 ALMA Staff

We use the term "ALMA staff" to refer to everyone working for the ALMA Project, both at JAO, at the Executives and at the ARC nodes.

3.2 ALMA Data

We use the term "ALMA data" to refer to all the following types of data.

3.2.1 EOC, Science Verification and Test data

EOC data are taken and stored during the process of integrating and testing every single unit of the array, including the testing of software, hardware, and new observing modes. This includes older data that was previously taken as part of CSV, including AIV data.

Science Verification (SV) data are taken in order to demonstrate one or more scientific capabilities of the ALMA observatory that are offered for Early Science. This includes observation of transient phenomena needed to test e.g. the rapid response of the observatory. Plans to collect SV data are announced on the Science Portal (SP). After being reduced and verified, SV data is released to the community, with a prior announcement of two weeks, in the SP. SV proposals may not duplicate any PI proposal approved with A,B,C grades nor any DDT approved proposal while unexecuted or during their proprietary period. If any DDT or PI proposal is approved (given A,B,C grade) that duplicates a planned SV observation, the corresponding SV project must be changed to avoid duplication.

'Test data', used to test the array and its capabilities will in general not be released. However, 'test data' that is of technical interest (total power variations on the ambient loads,

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astro-holography data, fast switching data on quasar pairs) can be released without the pre-collection announcement, but with the pre-release announcement (as a formality).

3.2.2 PI data

PI data are taken as a result of the process of proposal submission, scientific and technical assessment and acceptance of the scientific project. They consist of metadata (data entities describing the observations and the bulk data), instrumental data (visibility data and QA2 data products, including pipeline generated products and images), proposal data (phase 1 materials submitted by the PI, APRC rankings and reviews and SB information) and event data (monitor, event and logging data). In particular, APRC ranks will never be made public.

3.2.3 Calibration data

Calibration data include data from specific calibration observations (such as calibrator surveys or catalogues), as well as calibrator data that are obtained in the course of PI, EOC, SV or test observations.

4 Policies to access ALMA data

4.1 Property of the ALMA data

All ALMA data are the property of the Executives.

4.2 General policies for ALMA data

ALMA staff shall have access to all data at all times as necessary for technical analysis, testing of software, and tuning of system performance.

In contrast, ALMA staff shall not use data obtained during commissioning and science verification activities and/or data obtained during science operations in response to submitted proposals for scientific purposes until they have been publicly released under the authority of the ALMA Director.

Calibration data and all non-proposal auxiliary data (calibration database and spectral line databases and observatory documentation other than internal technical documents) will be made public immediately. The only exception is the publication of processed data from calibrators within a proprietary PI ObsUnitSet, which may not be immediately released during Early Science (due to technical reasons) but rather on user request and on a best-effort basis. For the detailed policies regarding this data see [AD01, AD02].

Proposal data will not be publicly released and remain confidential to the ALMA observatory except for the auxiliary data of A, B and C proposals as described in [AD01].

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4.3 Use of PI instrumental data

For data obtained for regular PI programs, observers will have exclusive access for a proprietary period of 12 months after an “ObsUnitSet” for a project is declared successfully completed and the data are made available to the PI in the Archive. “Successful” means suitable for scientific analysis or delivered at the end of a proposal cycle regardless of the quality of the data. For data obtained for Director Discretionary Time (DDT) proposals a proprietary period of 6 months applies. Exceptions to these timescales should be rare and must be approved by the ALMA Director. All policies related to PI data are written in the archive policies document [AD01] and users’ policies [AD02].

ALMA staff shall not use for scientific purposes or disclose any ALMA data until the proprietary period has expired, unless they are PI of the project or the PI has explicitly granted them access for that purpose, by delegating the data rights at the science portal and registering the permission in a Helpdesk ticket.

ALMA staff are allowed to download, reduce and work on proprietary data, for the purposes of Quality assurance (stage 2, QA2, and only for the project they have been formally assigned to) and testing algorithms (i.e. the pipeline).

The Data Reduction Managers (DRM) or their deputies are responsible for assigning QA2 projects to data reducers. QA2 can only start after the name of the assigned data reducer is entered on the corresponding data reduction JIRA ticket, for the time being.

No ALMA staff performing QA2 at the JAO/ARCs or at one of the ARC nodes is allowed to disclose any intermediate or final data reduction products to anyone outside the ALMA/ARCs network, including the PI and CoIs of the project of whom the data is being processed. In particular, this implies that no ALMA staff can be assigned to perform QA2 on a project they own (as a PI or co-PI) or are part of (as co-I).

The only exceptions to this rule are only under very extraordinary circumstances and upon approval by the iSOPT team:

- (a) a PI requests to see data products in order to make an informed decision on the execution of the remainder for the project.
- (b) the DRM asks the CS to contact the PI to check whether the PI accepts the data if they do not reach the requested quality; but: (1) must include that they did this in data reduction JIRA, (2) must tell PI that they may not use any such plots in talks or publications until data are delivered, (3) must not share fits files/cubes.

The role of the CS is to enable the optimal execution of the project and to help the PI with any question they may have during the lifetime of a project. This support work is part of the ALMA observatory duties work and should be clearly separated from the staff member's scientific pursuits. It is therefore not expected that CSs and data reducers are included in the author lists of papers related to the projects they support. CSs shall not ask for co-authorship on their own initiative or offer assistance to the PI (beyond what the PI requested) with the primary aim to be included on a paper. However, the CS is allowed to encourage the PI/CoIs to acknowledge the help from the ARC network or the ARC node.

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4.4 Use of EOC, SV and Test data

Data obtained during commissioning and science verification activities that have not been released publicly will be used only for the purposes of characterization and development of the ALMA system including hardware and software.

ALMA staff members that belong to the Imaging Groups at the Executives and at JAO may download and reduce unreleased ALMA Science Verification data without explicit permission from ALMA or the respective ARCs. The data sets will be made available by the Science verification Coordinator (SVC) and the SVC will coordinate with one or more people in the group to work on these data and report on the TWiki and/or the telecons, but any member of the groups is allowed access to the SV data sets.

ALMA staff members are not allowed to use EOC, SV or Test data for scientific purposes, including publications or use in observing or funding proposals, before the data are publicly released. Policies described in Section 5 are applicable in these cases.

Prior to public release, the use of EOC, SV or Test data or image in ALMA publicity or in presentations at meetings or conferences requires the explicit authorization of the EOC Program Scientist, EOC Deputy Program Scientist, ALMA Director or the ALMA Deputy Director.

4.5 Authority to grant exceptional access to, or use of, unreleased ALMA data

4.5.1 Exceptional access to EOC, SV or Test data

Before public release, access to, or use of, ALMA EOC, SV or Test data for any purpose other than those described in this document must be explicitly approved by the ALMA Director.

The Science Verification Coordinators at JAO and at the Executives are in charge of supervising and coordinating the activities at each end.

4.5.2 Exceptional access to data for specific missions

The ALMA Head of Science Operations may grant permission to access unreleased non-PI ALMA data to groups contracted to develop specific ALMA tools, if it is judged that the development of these tools is important to the observatory. Permission for such use must be documented in an official statement of work (SoW), saying why access to the data is needed. Such contracted groups may not use these data for any purpose other than that stated in the SoW. Further, they must safeguard these data from unauthorized access by other parties.

5. Policy for Publication of EOC, SV and Test data

Publications by ALMA staff (as first author or co-author) that use or contain any EOC, SV or Test data or derivative of that data (including images and numerical results) shall not be submitted for publication or made available on a preprint server within the following specific period after public release of the data: three days for a letter or astronomer's telegram and

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ten days for any other publication.

In the case of exceptional updates to an existing public data release (if, for example, unforeseen technical issues were found with the initial release), for a given dataset the date of the last release will apply to the publication policy. For staggered data releases, for example of the same target in different bands, the publication policy shall apply to each release individually.

Before public data release, intermediate or final data reduction products from SV shall not be shown to anyone outside the ALMA Project without prior approval from the EOC Program Scientist or EOC Deputy Program Scientist at JAO. In the case that someone from the ARC network or the JAO wishes to show unreleased SV/Test data products at a conference or a meeting (either technical or scientific) that is attended by people outside ALMA and the ARCs, approval shall be required from the EOC Program Scientist or Deputy Program Scientist. Within the ARC network, the ARC SVC shall be informed, who will then request approval from the EOC (Deputy) Program Scientist. Students are not allowed access to non-public EOC/SV/Test data unless they are members of the Imaging groups.