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**To The Science Community
SPC, SSAC, AWG and SSEWG**

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Paris, 20 May 2010

Herschel Announcement of Opportunity for Open Time (OT1) Observations

Dear Colleague,

I am very pleased to invite you to respond to the first in-flight Announcement of Opportunity to submit proposals for observations to be performed with the Herschel Space Observatory (aka Herschel).

Herschel is the fourth cornerstone of ESA's Horizon 2000 Science Programme. It was launched on 14 May 2009. It carries a 3.5 metre telescope and three science instruments: The Photodetector Array Camera and Spectrometer (PACS), for the wavelengths shortward of 200 μm , the Spectral and Photometric Imaging REceiver (SPIRE), for the longer wavelengths, and the very high resolution spectrometer Heterodyne Instrument for the Far Infrared (HIFI).

This Announcement of Opportunity (AO) is the first in-flight AO and it will be followed by another in about a year's time. The AO is divided into two parts: The first part was for the Guaranteed Time (GT1) programmes, and has already been conducted, while the second part refers to Open Time (OT1) programmes. Proposers from the astronomical community from all over the world are welcome to respond to the call for Open Time proposals. All proposals will be subject to independent review by the Herschel Observing Time Allocation Committee (HOTAC).

Information about the already-approved observing programmes (GT and OT Key Programmes, and GT1) is available on the Herschel Science Centre (HSC) website at the URL given below. Potential proposers are required to prepare and submit observing time proposals, in electronic form, by the

deadline given below, according to the rules and using the Herschel observing planning tool HSpot, as described in the AO documentation package.

In order to allow Open Time proposers as much time for preparation as possible, there will be observation planning/HSpot workshops organised by the HSC in ESAC, Madrid, on the 3rd and 4th of June 2010, and simultaneously by the NHSC in Pasadena. The AO documentation and workshop information is available on the internet at the HSC website at the following URL:

HSC website: <http://herschel.esac.esa.int/>

The appendix to this announcement lists the relevant documentation with short explanations as to what they are and how to access them. I would appreciate if you would distribute this letter and the attached information widely.

The key milestones for this AO are:

- Issue of the AO for Open Time observing proposals 20 May 2010
- Observation planning/HSpot workshops at HSC and NHSC 3-4 June 2010
- Due date for proposal submission 22 July 2010
- Announcement of the HOTAC approved programmes 1 November 2010

I invite you to submit your proposals and wish you success using the Herschel observatory.

Yours sincerely,



Prof. D. Southwood
Director of the ESA Science and Robotic Exploration programme

Enclosure: List of AO documentation

Overview of Herschel OT1 Announcement of Opportunity documentation & tools

This appendix outlines the OT1 Announcement of Opportunity document package, tools, and associated information, and provides brief descriptions.

Documents:

- **Herschel Announcement of Opportunity:** This letter from the ESA Director of Science and Robotic Exploration is the formal Announcement of Opportunity to apply for Open Time (OT1) observing time.
- **Executive Summary:** Summarises the document package, providing the reader with an overview and help in finding and accessing support information.
- **Policies and Procedures:** This is the 'administrative' document of the Announcement of Opportunity, providing all necessary information about the policies applicable and the procedures to be followed.
- **Herschel Observers' Manual:** Provides observer support information about Herschel
- **PACS/SPIRE/HIFI and SPIRE/PACS parallel mode Observers' Manual:** Describe, and explain the use of the PACS/SPIRE/HIFI instruments and the SPIRE/PACS parallel mode to perform observations. (Four manuals, one for each instrument, and one for the parallel mode.)
- **HSpot Users' Guide:** Describes, and explains the use of the HSpot tool to plan Herschel observations.
- **Reserved Observations List:** Lists all the Reserved Observations constituting the KP (GT and OT) programmes, and the GT1 programmes. It can be searched by using the HROST search tool (see below).

Tools:

- The **HerschelFORM PDFLaTeX** package: For writing Herschel proposals with the applicable style and page rules.
- The **Herschel Reserved Observations Search Tool (HROST):** Allowing an easy search of existing AORs contained in the Reserved Observations List (ROL< see above) around a given point on the sky within a specified radius.

- The **Herschel observation planning tool HSpot**: The tool for designing observation requests and calculating the required observing times.

Additional information:

Additional information – strictly not part of the AO OT1 package – that can be useful includes:

- **All accepted proposals**: KP GT, KP OT, and GT1 proposals are listed with their summaries and time allocations on the HSC website.
- **Presentations given at the Herschel First Results Symposium** can be found on the HSC website.
- Accepted A&A Herschel Special Issue papers can be found on astro/ph.

Information about Herschel, the AO, and the AO documentation package and tools, is available through the HSC website at the URL below:

HSC website: <http://herschel.esac.esa.int/>

Except for this letter (PDF only) the AO documents are available both as PDF documents, primarily intended for downloading and printing, and as a cross-referenced HTML package, primarily intended for on-screen viewing.