

Apertif Survey Executive Terms of Reference

Version 1.1, 22 August 2019.

1. Introduction

1.1 Purpose

The purpose of this document is to describe the role and responsibilities of the Apertif Survey Executive, hereafter ASE.

2. Apertif Survey Executive

The Apertif Survey Executive (ASE), on behalf of the ASTRON Management Team (MT), oversees the application and implementation of policies and manages participation in the Apertif surveys. It coordinates memberships, data releases, and data access. The ASE is the contact point for requests for participation and data usage. The ASE arbitrates where conflicts arise of authorships, data access or project definitions. Any issues that cannot be solved by the ASE are escalated to the ASTRON MT.

3. Roles and responsibilities

3.1 Publication Policy

The ASE maintains a list of ongoing publications/projects by the Apertif team members. In the case of disputes about authorship or competing projects, the ASE is the arbitrating body. The ASE, via the Publication Manager, maintains the Apertif publication and project wiki(s) and is responsible for making it accessible for team members.

3.2 Builder's list

The ASE is responsible for maintaining the builder's list and making it accessible for team members.

3.3 Data releases

The ASE is responsible for the public releases of Apertif data, including promotion and dissemination of the data.

3.4 Science reviews

The ASE is responsible for guiding and preparing for reviews of the Apertif science.

3.5 Areas outside the ASE domain

Responsibilities not outlined above are outside the domain of the ASE. The MT may reserve the right to assign specific responsibilities to the ASE.

4. Stakeholders

The ASE oversees the Apertif surveys on behalf of the ASTRON MT. Any issues that cannot be solved by the ASE are escalated to the ASTRON MT.

The ASE represents the stakeholders of the Apertif surveys, i.e., the scientists who have contributed to making the science surveys happen.

5. Membership

The members of the ASE are appointed by the ASTRON MT. In order to fully represent all stakeholders, the membership should consist of people matching the following roles. Note that it is expected that one person may fill several roles.

- Head of Apertif Science Observations (HASO), chair of committee. As part of their responsibilities for science operations, the HASO chairs the ASE. When the HASO is unavailable, one of the senior scientists should serve as chair.
- ASTRON MT representative. A member of the ASTRON MT should sit on the ASE to provide a direct connection to the MT.
- Kapteyn representative. In light of the financial commitments from Kapteyn, there should be a representative from Kapteyn on the ASE.
- Senior imaging scientist. In order to represent the viewpoint of the imaging surveys, a senior scientist from the imaging team should be on the committee.
- Senior time domain scientist. In order to represent the viewpoint of the time-domain surveys, a senior scientist from the time domain surveys should be on the committee.
- WEAVE representative. Given the close connections to WEAVE and the MoU, a WEAVE representative should sit on the committee.
- Junior representative. In order to represent and protect the interests of researchers on short-term contracts, there should be a post-doctoral researcher on the ASE. This also provides experience/training.
- Student representative. In order to represent and protect the interests of Ph.D. students, there should be a Ph.D. student on the ASE. This also provides experience/training.
- Publication manger. This person is responsible for managing the Apertif Publication Wiki.

The list of ASE members will be made available on a publicly accessible webpage. Instructions on how to contact the ASE will also be made available for membership or data access requests from third parties

6. Communication.

The ASE will meet regularly, at least once every two months, to discuss and coordinate any issues brought forward by the ASE members or Apertif team members. The ASE will ensure that a summary of all non-confidential discussions and decisions will be communicated to the full Apertif team.