

# Liverpool Telescope User Group (LTUG)

## Charter

v.1.4

23 August 2016

### Roles and Responsibilities

The primary role of the Liverpool Telescope User Group (LTUG) is to evaluate and comment upon the day-to-day operations of the Liverpool Telescope (LT), the performance of the observatory and its instruments. Particular attention should be given to how the productivity of the telescope and the relevance of the science being conducted at the LT may be maximised. The group should also comment on the effectiveness of the observatory's interactions with its user base, and the quality of the user experience. Advice on telescope and instrument modifications and upgrades will also be sought.

Although there will undoubtedly be some overlap, the role of the LTUG should complement that of the Liverpool Telescope Oversight Committee (LTOC), which is responsible for a more general, higher-level, programmatic overview of the observatory. The Oversight Committee should consider the longer-term future of the observatory within the broader framework of UK/European astronomy, while the User Group should examine current operations in some detail, focusing on how the LT can be exploited in the near term. The LTUG should also be viewed as a mechanism through which users can express their views on the performance of the observatory. Indeed, LTUG members should be proactive in soliciting the opinions of the user community on LT operations.

### Goals and Meeting Format

The goals of each LTUG meeting are as follows:

1. To give the LT staff the opportunity to update the LTUG on operations, instrumentation, and the scientific productivity of the observatory;
2. To give the LTUG the opportunity to advise the LT Director, the Astronomer-in-Charge, and the Project Scientist on current operations and future planning; and
3. To promote the observatory within the UK astronomy community and encourage its usage.

The LTUG will meet twice a year. One meeting should be face-to-face, the other by telecon or *Skype*. The former will be held either at the Astrophysics Research Institute (ARI) at Liverpool John Moores University (LJMU), or at another University or Research Institute in the U.K.

If time permits, the face-to-face meeting shall include a science presentation that describes LT data or is relevant to the LT's goals in time domain and

transient astronomy; the meeting should also include a presentation from a member of the LT staff that summarises the current performance and development plans of the LT and its instruments. These presentations should be public (i.e. not just open to LTUG members). The presentations will be followed by a round-table discussion among LTUG members and LT staff.

The LT Astronomer-in-Charge (or his/her representative) shall take the minutes of the meeting. These are to be reviewed by the LTUG chair before being circulated, together with any other relevant documentation that supports the LTUG's role as an advisory group, amongst the Director of the ARI, the LT Director, the LT Astronomer-in-Charge, the LT Project Scientist, and the members of the LTUG. All documents are to be viewed as public. As such, they will be made available to other members of the LT operations team and/or ARI upon request.

The chair of the LTUG shall report to the LTOC, in person if possible, at each of their meetings.

Subsequent LTUG meetings are to be arranged by the LTUG chair and the LT Astronomer-in-Charge, with input from the other LTUG members and LT Director where appropriate.

## **Membership**

The LTUG shall consist of seven members; two drawn from the Astrophysics Research Institute (ARI) at Liverpool John Moores University (LJMU), and five from the external user community (with at least one from the Spanish/CAT community). LTUG members should be researchers with an interest in time-domain astronomy and/or should be active users of the LT. The LTUG chair will be drawn from existing non-LJMU members of the LTUG; he or she will be appointed by the ARI Director.

Each member shall serve a maximum of three years<sup>1</sup>, with the exception of the chair, who may serve for up to four years<sup>2</sup>. Members may serve multiple terms provided these are separated by at least 2 years.

New members of the LTUG must be approved by the chair of the LTUG, the LT Director, and the Director of the ARI.

The LT Director, LT Astronomer-in-Charge, and the LT Project Scientist shall attend each meeting, whenever possible, as ex-officio members of the LTUG.

---

<sup>1</sup> Three of the six original members of the first LTUG (set up in late 2012) may be asked to serve for a fourth year, so that in future years, the replacement of members is staggered.

<sup>2</sup> If possible the chair should serve two full years *in addition* to the one or two years served as a member of the LTUG.