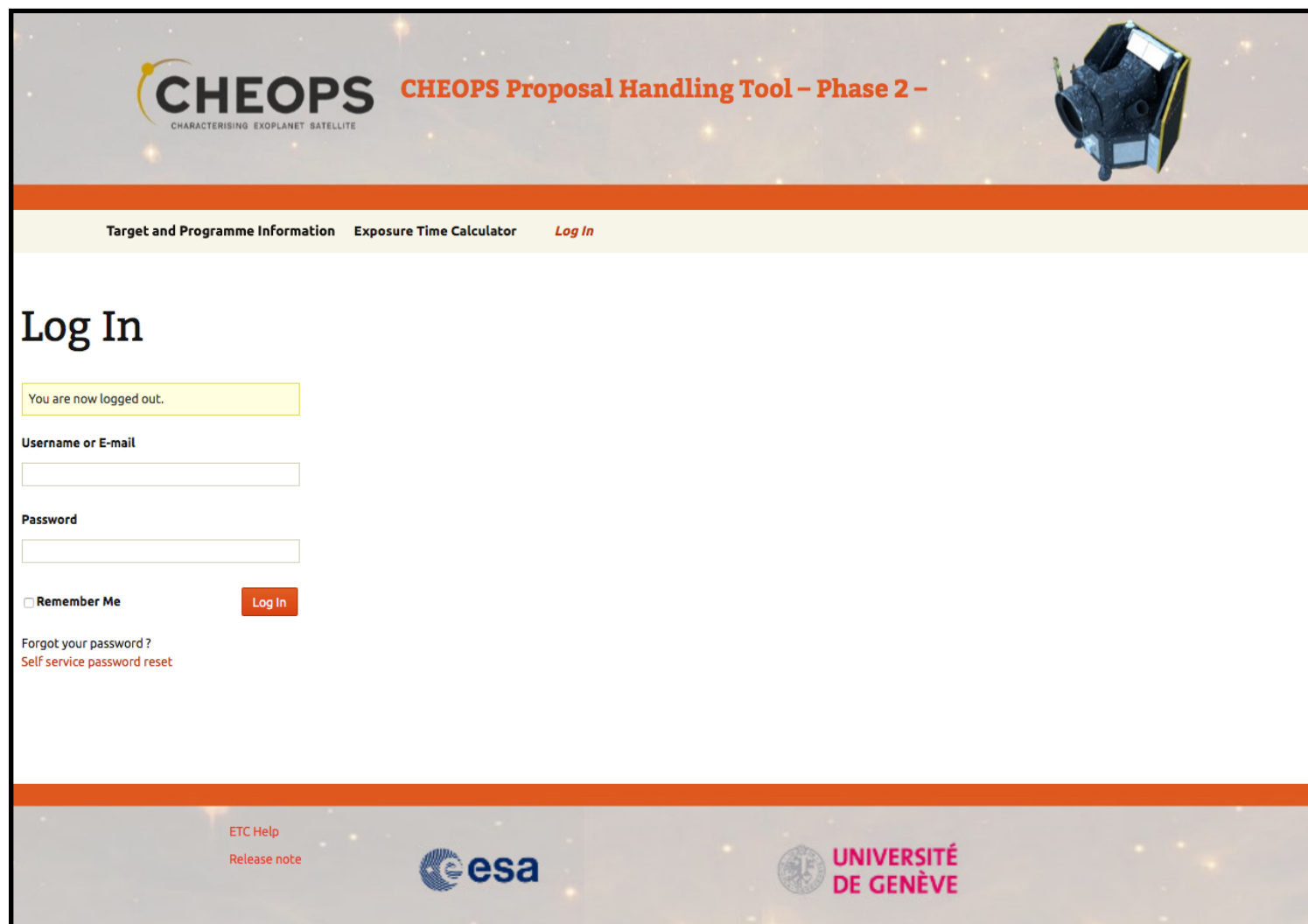


# CHEOPS Proposal Handling Tool Phase 2 (PHT2) Guidelines (v\_1.5)

# Proposal Handling Tool Phase II

## PHT2 Guidelines

URL: <https://cheops.unige.ch/pht2/>



The screenshot shows the login interface of the CHEOPS Proposal Handling Tool - Phase 2. At the top, there is a header with the CHEOPS logo (CHARACTERISING EXOPLANET SATELLITE) and a 3D model of the satellite. Below the header, a navigation bar contains links for 'Target and Programme Information', 'Exposure Time Calculator', and 'Log In'. The main content area is titled 'Log In' and includes a message 'You are now logged out.' in a yellow box. There are input fields for 'Username or E-mail' and 'Password'. A 'Remember Me' checkbox and a 'Log In' button are also present. Below the login fields, there are links for 'Forgot your password?' and 'Self service password reset'. The footer contains links for 'ETC Help' and 'Release note', along with logos for ESA and the University of Geneva.

Note: PHT2 was tested on Chrome, Safari and Firefox web browsers.

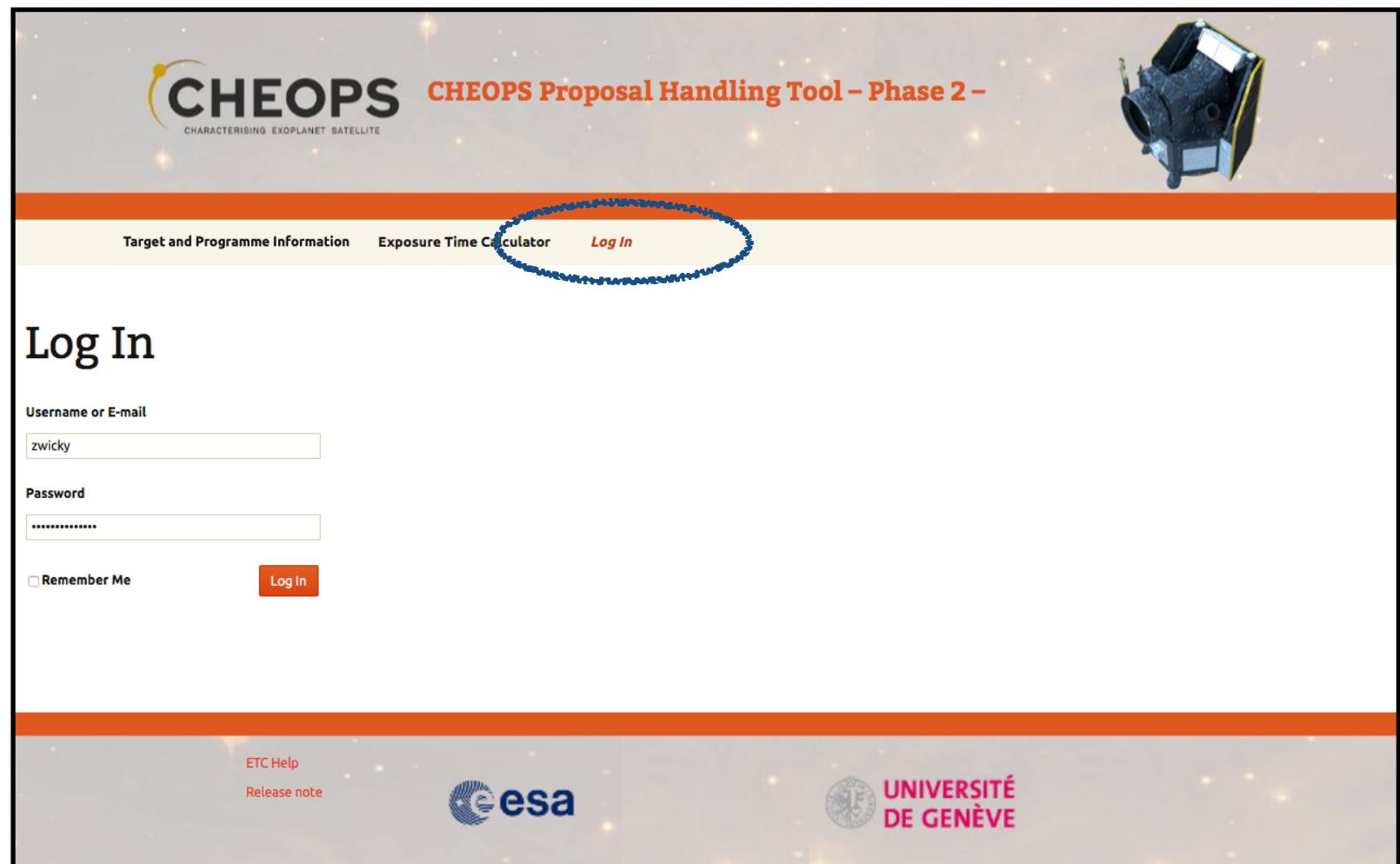
Please consult the [\*\*\*CHEOPS Observers Manual\*\*\*](#) for details on how to observe with CHEOPS

# Proposal Handling Tool Phase II

## PHT2 Guidelines

### Please login

with username and password  
received from SOC



The screenshot shows the login interface of the CHEOPS Proposal Handling Tool - Phase 2. The header includes the CHEOPS logo and the title "CHEOPS Proposal Handling Tool - Phase 2 -". A navigation bar contains links for "Target and Programme Information", "Exposure Time Calculator", and "Log In", with the "Log In" link circled in blue. The main content area is titled "Log In" and contains a login form with fields for "Username or E-mail" (containing "zwicky") and "Password" (masked with dots). There is a "Remember Me" checkbox and a "Log In" button. The footer includes links for "ETC Help" and "Release note", and logos for "esa" and "UNIVERSITÉ DE GENÈVE".

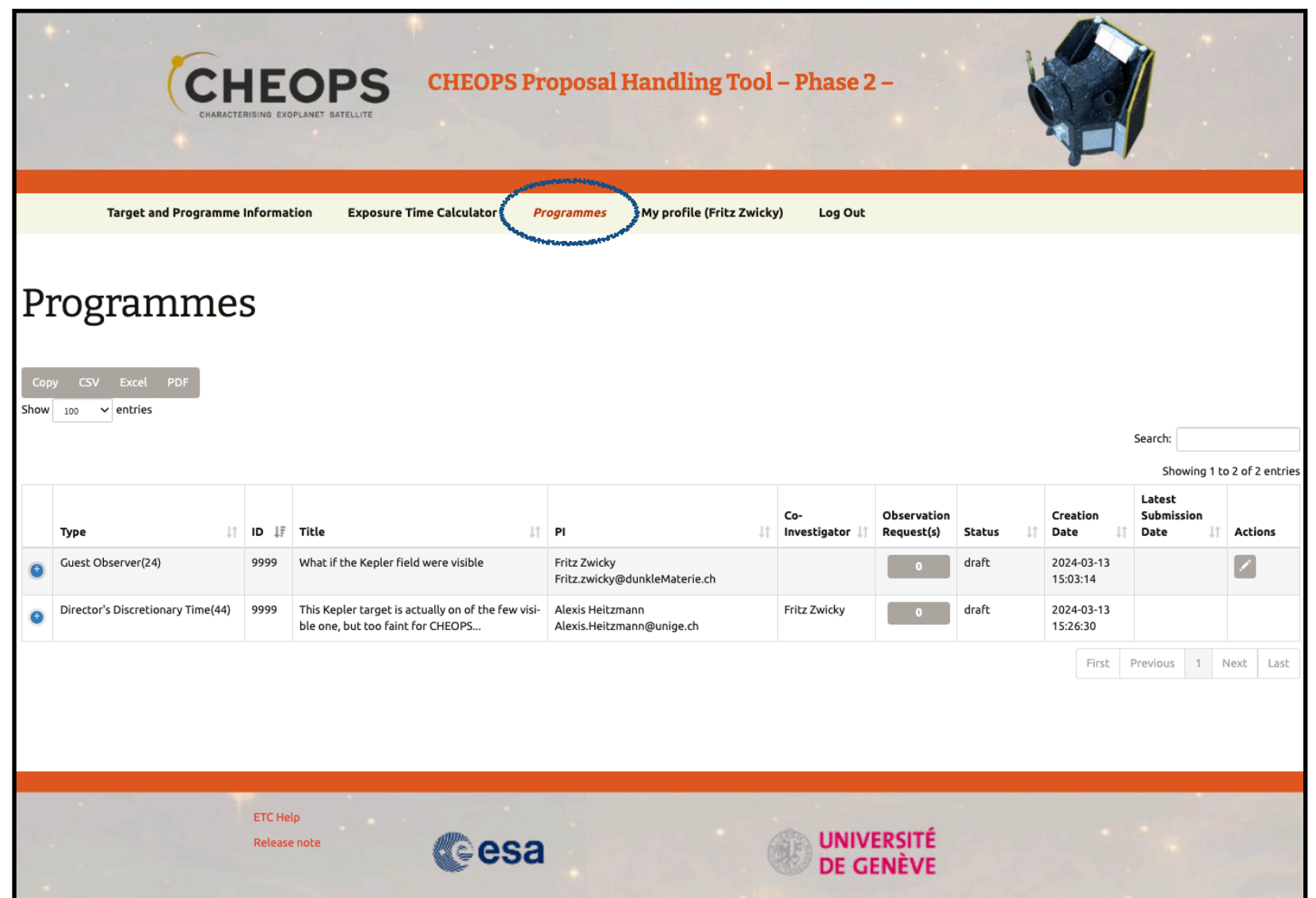
### Your accepted “Programmes”

PHT2 programme = CHEOPS  
Proposal submitted to ESA

List of ***accepted*** GO and DDT  
programmes on which *you are*  
*the PI or the additional Co-I*

Pre-filled information ingested  
from Phase-1 stage (e.g. title)

You see only proposals for which  
you are either the PI or the  
additional co-I as noted in the  
Phase I Proposal Handling Tool  
web inputs



**CHEOPS** CHARACTERISING EXOPLANET SATELLITE

**CHEOPS Proposal Handling Tool – Phase 2 –**

Target and Programme Information Exposure Time Calculator **Programmes** My profile (Fritz Zwicky) Log Out

### Programmes

Copy CSV Excel PDF

Show 100 entries

Search:

Showing 1 to 2 of 2 entries

Type	ID	Title	PI	Co-Investigator	Observation Request(s)	Status	Creation Date	Latest Submission Date	Actions
Guest Observer(24)	9999	What if the Kepler field were visible	Fritz Zwicky Fritz.zwicky@dunkleMaterie.ch		0	draft	2024-03-13 15:03:14		
Director's Discretionary Time(44)	9999	This Kepler target is actually on of the few visible one, but too faint for CHEOPS...	Alexis Heitzmann Alexis.Heitzmann@unige.ch	Fritz Zwicky	0	draft	2024-03-13 15:26:30		

First Previous 1 Next Last

ETC Help  
Release note

**esa**

**UNIVERSITÉ DE GENÈVE**

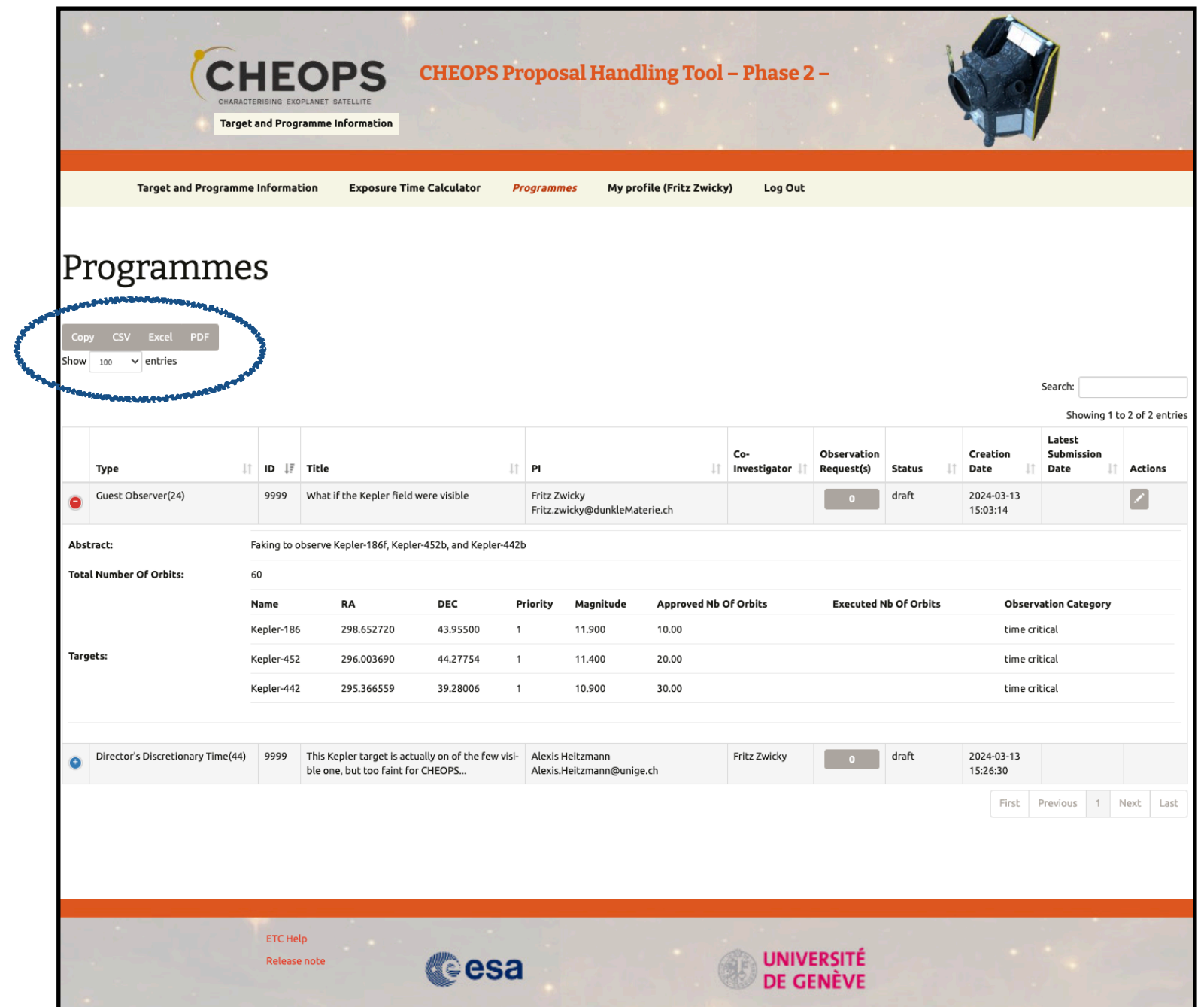


# Proposal Handling Tool Phase II

## PHT2 Guidelines

### Your accepted “Programmes”

Programmes list can be exported in various formats for convenience.



**CHEOPS** CHEOPS Proposal Handling Tool – Phase 2 –

Target and Programme Information Exposure Time Calculator **Programmes** My profile (Fritz Zwicky) Log Out

### Programmes

Copy CSV Excel PDF

Show 100 entries

Search:

Showing 1 to 2 of 2 entries

Type	ID	Title	PI	Co-Investigator	Observation Request(s)	Status	Creation Date	Latest Submission Date	Actions																																
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<p><b>Abstract:</b> Faking to observe Kepler-186f, Kepler-452b, and Kepler-442b</p> <p><b>Total Number Of Orbits:</b> 60</p> <p><b>Targets:</b></p> <table border="1"> <thead> <tr> <th>Name</th> <th>RA</th> <th>DEC</th> <th>Priority</th> <th>Magnitude</th> <th>Approved Nb Of Orbits</th> <th>Executed Nb OF Orbits</th> <th>Observation Category</th> </tr> </thead> <tbody> <tr> <td>Kepler-186</td> <td>298.652720</td> <td>43.95500</td> <td>1</td> <td>11.900</td> <td>10.00</td> <td></td> <td>time critical</td> </tr> <tr> <td>Kepler-452</td> <td>296.003690</td> <td>44.27754</td> <td>1</td> <td>11.400</td> <td>20.00</td> <td></td> <td>time critical</td> </tr> <tr> <td>Kepler-442</td> <td>295.366559</td> <td>39.28006</td> <td>1</td> <td>10.900</td> <td>30.00</td> <td></td> <td>time critical</td> </tr> </tbody> </table>										Name	RA	DEC	Priority	Magnitude	Approved Nb Of Orbits	Executed Nb OF Orbits	Observation Category	Kepler-186	298.652720	43.95500	1	11.900	10.00		time critical	Kepler-452	296.003690	44.27754	1	11.400	20.00		time critical	Kepler-442	295.366559	39.28006	1	10.900	30.00		time critical
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First Previous 1 Next Last


ETC Help  
Release note

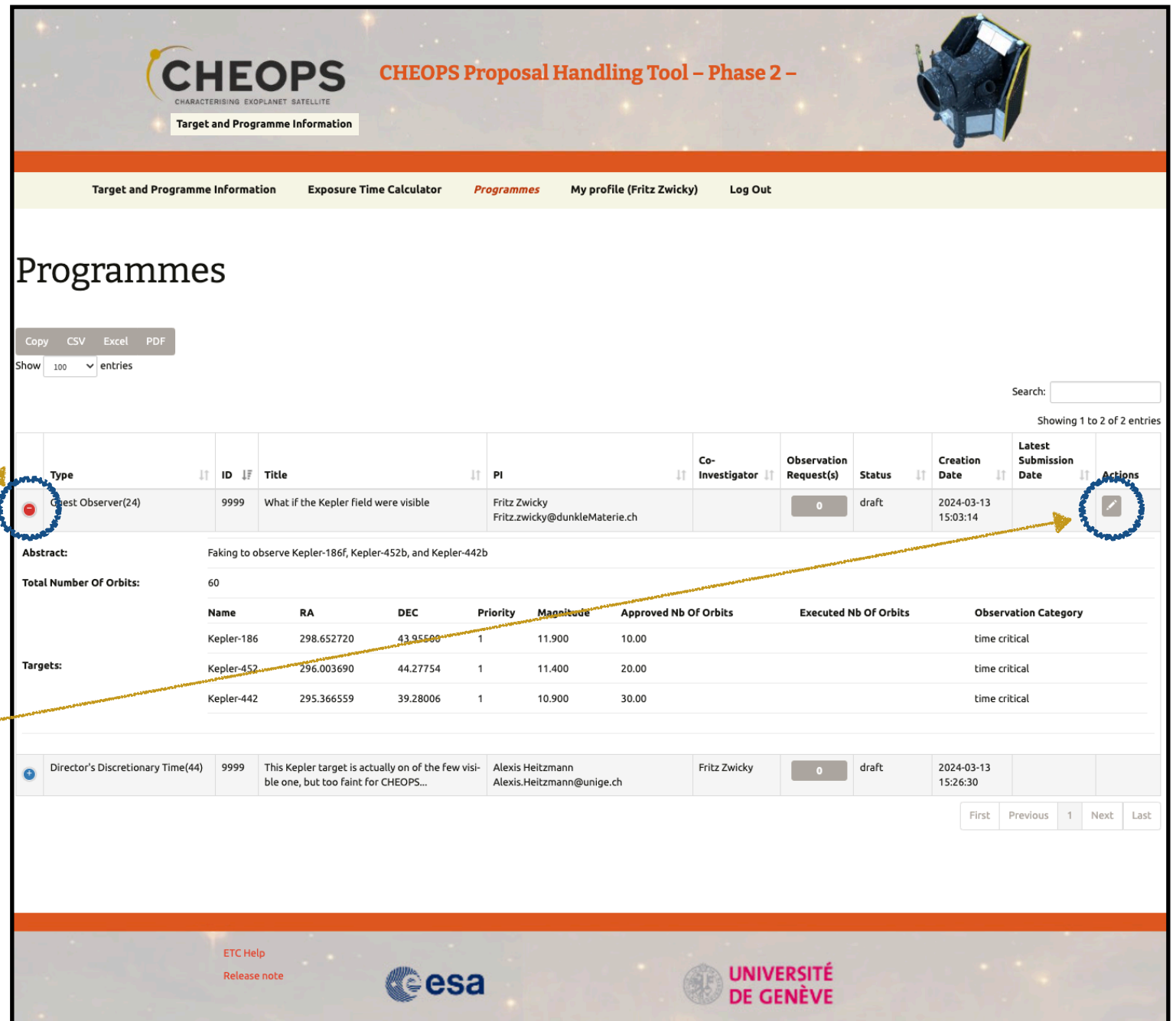
esa

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### Your accepted “Programmes”

Explore Programme summary  
Accepted targets  
Accepted telescope time  
ESA-assigned Science priority

Programme-level information cannot be edited, except for *Title, Abstract, and Description of observations* using the  icon



**CHEOPS** CHEOPS Proposal Handling Tool – Phase 2 –

Target and Programme Information Exposure Time Calculator **Programmes** My profile (Fritz Zwicky) Log Out


### Programmes

Copy CSV Excel PDF

Show 100 entries

Search:

Showing 1 to 2 of 2 entries

Type	ID	Title	PI	Co-Investigator	Observation Request(s)	Status	Creation Date	Latest Submission Date	Actions
Guest Observer(24)	9999	What if the Kepler field were visible	Fritz Zwicky Fritz.zwicky@dunkleMaterie.ch		0	draft	2024-03-13 15:03:14		

**Abstract:** Faking to observe Kepler-186f, Kepler-452b, and Kepler-442b

**Total Number Of Orbits:** 60

Name	RA	DEC	Priority	Magnitude	Approved Nb Of Orbits	Executed Nb Of Orbits	Observation Category
Kepler-186	298.652720	43.95500	1	11.900	10.00		time critical
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Kepler-442	295.366559	39.28006	1	10.900	30.00		time critical

**Targets:**

Director's Discretionary Time(44)	9999	This Kepler target is actually on of the few visible one, but too faint for CHEOPS...	Alexis Heitzmann Alexis.Heitzmann@unige.ch	Fritz Zwicky	0	draft	2024-03-13 15:26:30		
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First Previous 1 Next Last

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Release note

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# Proposal Handling Tool Phase II

## PHT2 Guidelines

### Your accepted “Programmes”

**Please fill** the field *Description of observations*. This helps all aspiring observers to gauge what is already done and where there might be potential for collaboration on given targets.

**Please do not** modify the *Title* and *Abstract* fields.

Edit Programme : Type 24 (Guest Observer), ID 9999

**Title\***

What if the Kepler field were visible

**Abstract\***

Faking to observe Kepler-186f, Kepler-452b, and Kepler-442b

**Description of Observations**

A high-level summary of the observations of the programme.  
  
e.g. “The structure and composition of planets in the radius valley is badly known, with several compositional makeups matching the currently-existing data, notably ... The goal of this program is to provide better bulk densities enabling more informed structure models...”

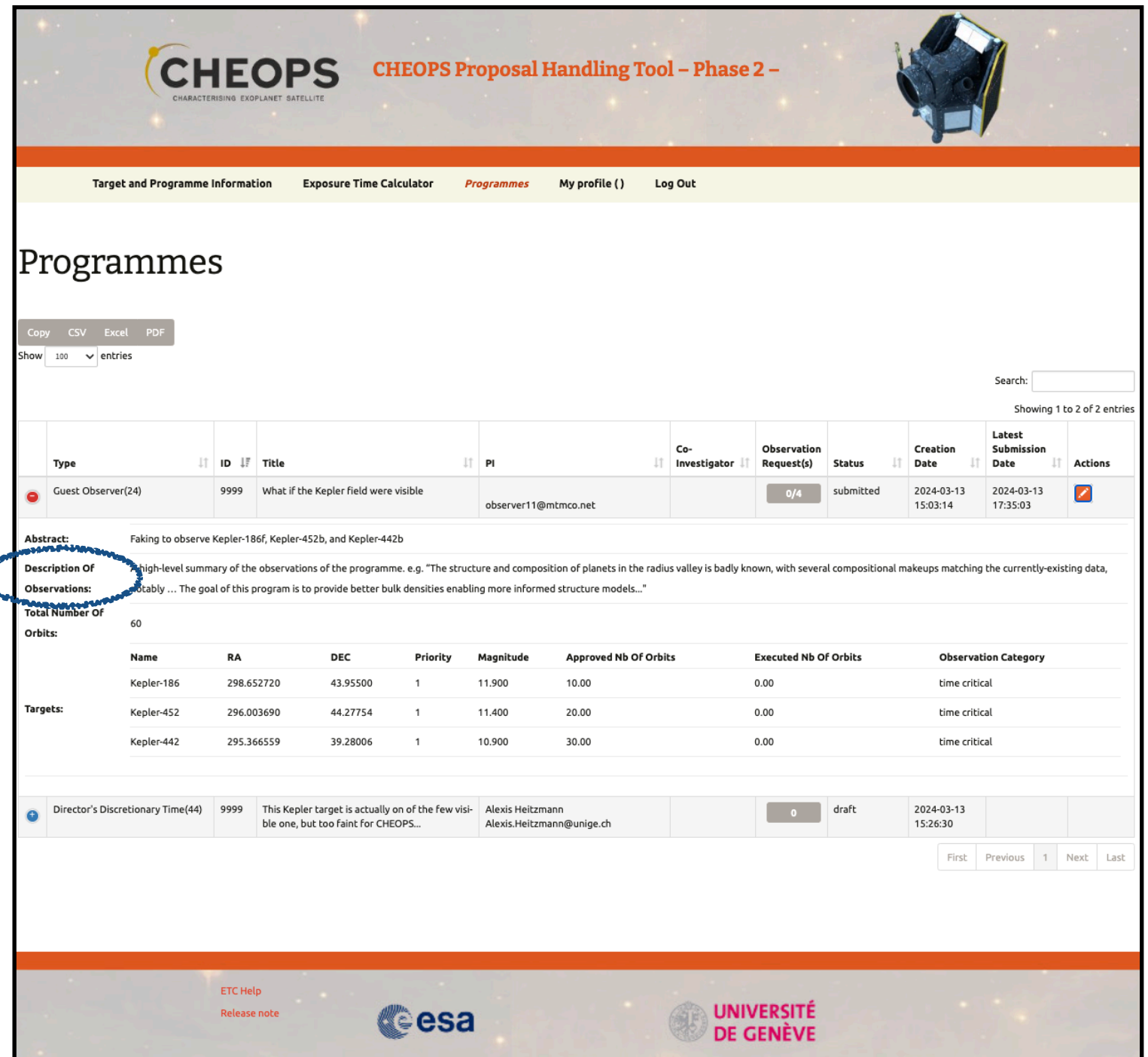
Cancel Clear Reset Save

# Proposal Handling Tool Phase II

## PHT2 Guidelines

Your accepted “Programmes”

Your *Description of observations* now appears below the *Abstract*



**CHEOPS** CHEOPS Proposal Handling Tool – Phase 2 –

Target and Programme Information Exposure Time Calculator **Programmes** My profile () Log Out

### Programmes

Copy CSV Excel PDF

Show 100 entries

Search:

Showing 1 to 2 of 2 entries

Type	ID	Title	PI	Co-Investigator	Observation Request(s)	Status	Creation Date	Latest Submission Date	Actions
Guest Observer(24)	9999	What if the Kepler field were visible	observer11@mtmco.net		0/4	submitted	2024-03-13 15:03:14	2024-03-13 17:35:03	

**Abstract:** Faking to observe Kepler-186f, Kepler-452b, and Kepler-442b

**Description Of Observations:** high-level summary of the observations of the programme. e.g. "The structure and composition of planets in the radius valley is badly known, with several compositional makeups matching the currently-existing data, notably ... The goal of this program is to provide better bulk densities enabling more informed structure models..."

**Total Number Of Orbits:** 60

Name	RA	DEC	Priority	Magnitude	Approved Nb Of Orbits	Executed Nb Of Orbits	Observation Category
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**Targets:**

Type	ID	Title	PI	Co-Investigator	Observation Request(s)	Status	Creation Date	Latest Submission Date	Actions
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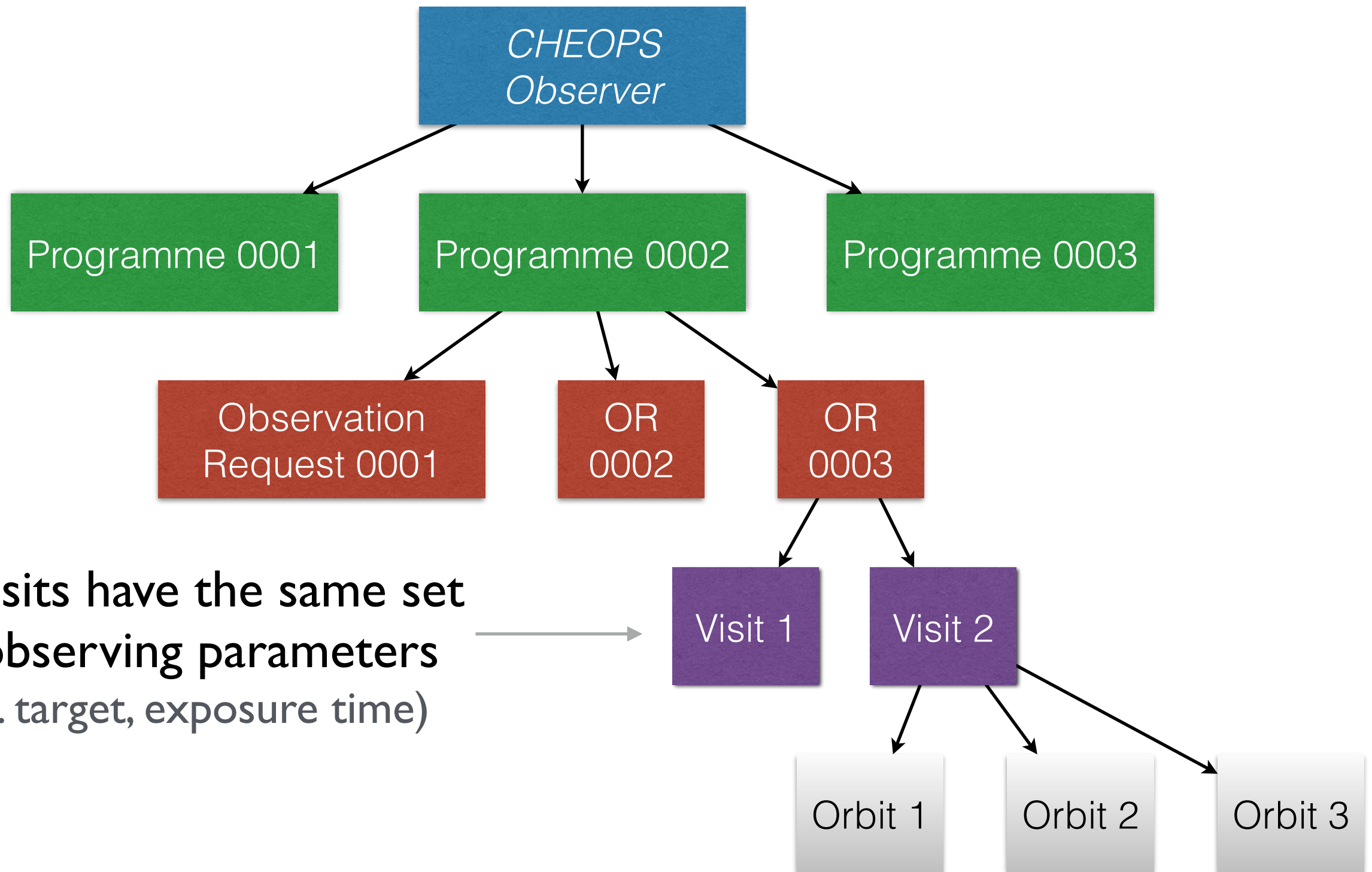
First Previous 1 Next Last

ETC Help  
Release note

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### Recap on observations hierarchy








# Proposal Handling Tool Phase II

## PHT2 Guidelines

### Create an Observation Request

Take the following example of 3 targets, with respectively 10, 20 and 30 accepted orbits.

Type	ID	Title	PI	Co-Investigator	Observation Request(s)	Status	Creation Date	Latest Submission Date	Actions																																
 Guest Observer(24)	9999	What if the Kepler field were visible	Fritz Zwicky Fritz.zwicky@dunkleMaterie.ch		0	draft	2024-03-13 15:03:14																																		
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Click the observation request icon to create one.

Target and Programme Information

Exposure Time Calculator

Programmes

My profile (Fritz Zwicky)

Log Out

Programmes

Copy CSV Excel PDF

Show 100 entries

Search:

Showing 1 to 2 of 2 entries

Type	ID	Title	PI	Co-Investigator	Observation Request(s)	Status	Creation Date	Latest Submission Date	Actions
<div>Guest Observer(24)</div>	9999	What if the Kepler field were visible	Fritz Zwicky Fritz.zwicky@dunkleMaterie.ch		<div>0</div>	draft	2024-03-13 15:03:14		<div></div>

Abstract:

Faking to observe Kepler-186f, Kepler-452b, and Kepler-442b

Total Number Of Orbits:

60

Name	RA	DEC	Priority	Magnitude	Approved Nb Of Orbits	Executed Nb Of Orbits	Observation Category
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Targets:

<div>Director's Discretionary Time(44)</div>	9999	This Kepler target is actually on of the few visible one, but too faint for CHEOPS...	Alexis Heitzmann Alexis.Heitzmann@unige.ch	Fritz Zwicky	<div>0</div>	draft	2024-03-13 15:26:30		
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First

Previous

1

Next

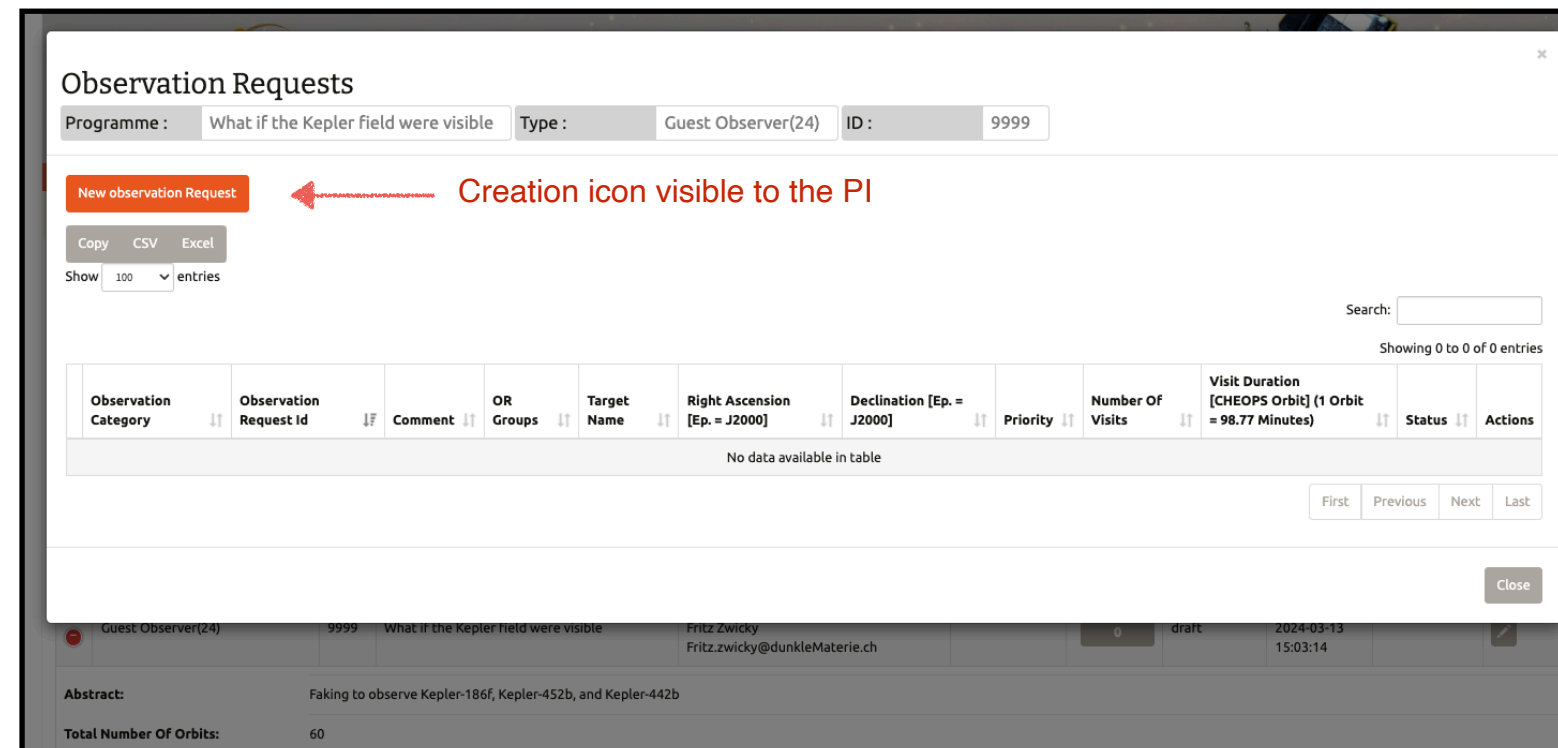
Last

# Proposal Handling Tool Phase II

## PHT2 Guidelines

### Create an Observation Request

The PI owns the programme and can create / edit / delete observation requests.



Observation Requests

Programme : What if the Kepler field were visible Type : Guest Observer(24) ID : 9999

New observation Request ← Creation icon visible to the PI

Copy CSV Excel

Show 100 entries

Search:

Showing 0 to 0 of 0 entries

Observation Category	Observation Request Id	Comment	OR Groups	Target Name	Right Ascension [Ep. = J2000]	Declination [Ep. = J2000]	Priority	Number Of Visits	Visit Duration [CHEOPS Orbit] (1 Orbit = 98.77 Minutes)	Status	Actions
No data available in table											

First Previous Next Last

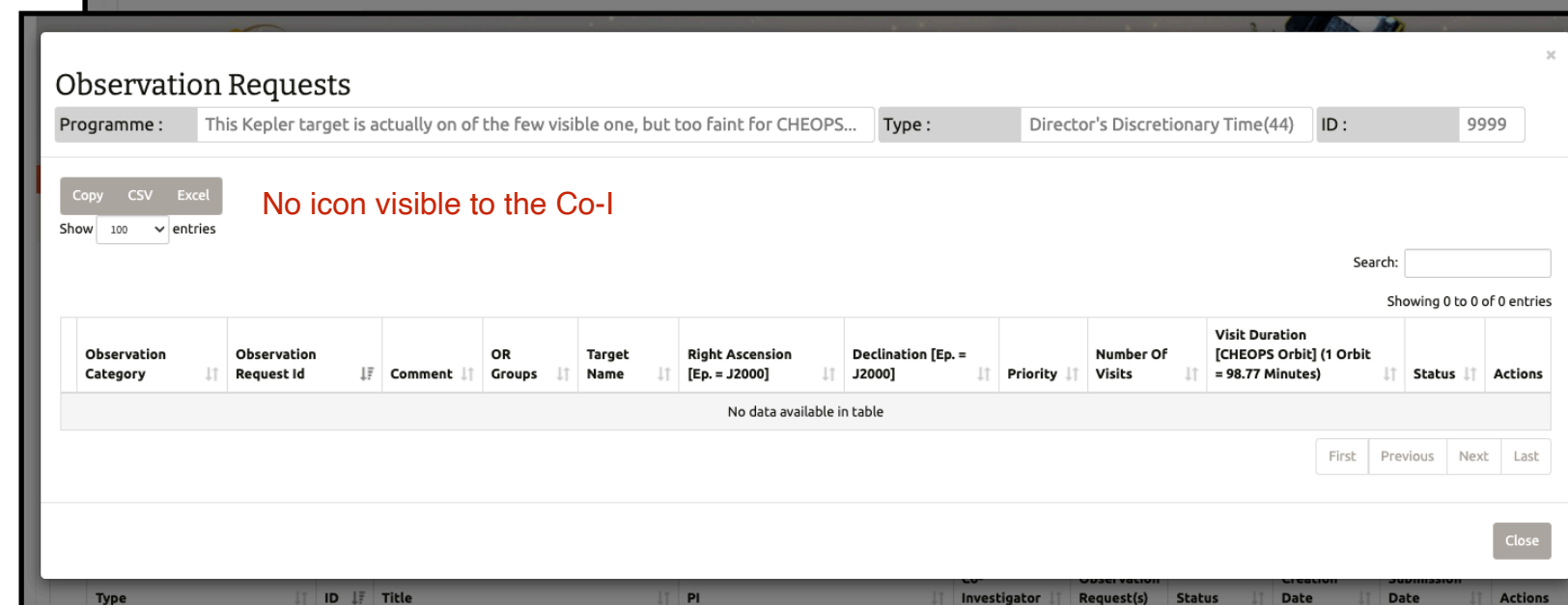
Close

Guest Observer(24) 9999 What if the Kepler field were visible Fritz Zwicky Fritz.zwicky@dunkleMaterie.ch 0 draft 2024-03-13 15:03:14

Abstract: Faking to observe Kepler-186f, Kepler-452b, and Kepler-442b

Total Number Of Orbits: 60

Co-Is can only consult observation requests, not edit them.



Observation Requests

Programme : This Kepler target is actually on of the few visible one, but too faint for CHEOPS... Type : Director's Discretionary Time(44) ID : 9999

Copy CSV Excel

Show 100 entries

Search:

Showing 0 to 0 of 0 entries

Observation Category	Observation Request Id	Comment	OR Groups	Target Name	Right Ascension [Ep. = J2000]	Declination [Ep. = J2000]	Priority	Number Of Visits	Visit Duration [CHEOPS Orbit] (1 Orbit = 98.77 Minutes)	Status	Actions
No data available in table											

First Previous Next Last

Close

Type ID Title PI Investigator Request(s) Status Date Date Actions

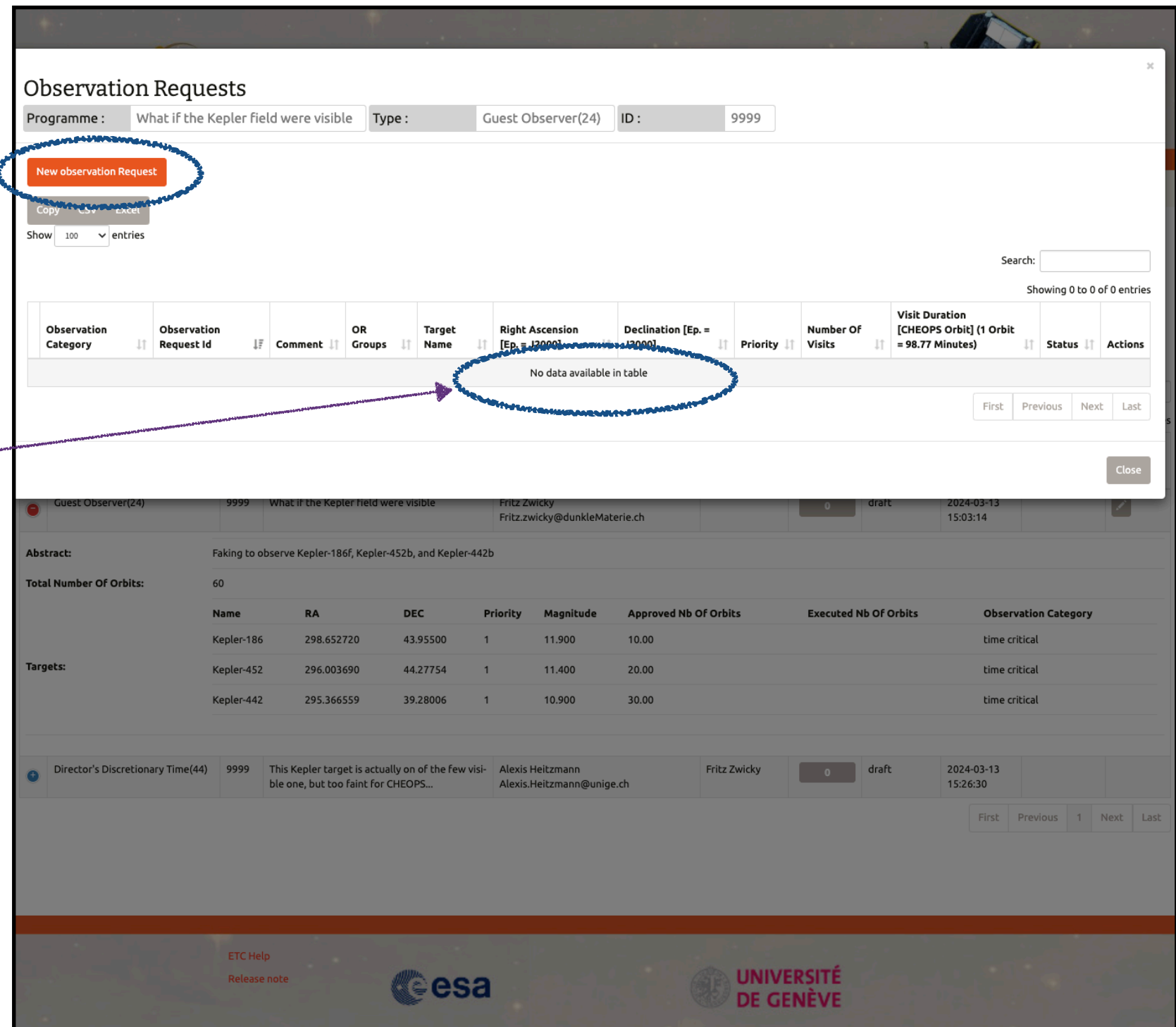
# Proposal Handling Tool Phase II

## PHT2 Guidelines

### Create an Observation Request

Click on 'New observation Request' to create your first observation request (OR)

List of Observation Request is empty at this stage



Observation Requests

Programme : What if the Kepler field were visible Type : Guest Observer(24) ID : 9999

[New observation Request](#)

Copy Excel

Show 100 entries

Search:

Showing 0 to 0 of 0 entries

Observation Category	Observation Request Id	Comment	OR Groups	Target Name	Right Ascension [Ep. = J2000]	Declination [Ep. = J2000]	Priority	Number Of Visits	Visit Duration [CHEOPS Orbit] (1 Orbit = 98.77 Minutes)	Status	Actions
No data available in table											

First Previous Next Last

Close

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**Targets:**

Director's Discretionary Time(44) 9999 This Kepler target is actually on of the few visible one, but too faint for CHEOPS... Alexis Heitzmann Alexis.Heitzmann@unige.ch Fritz Zwicky 0 draft 2024-03-13 15:26:30

First Previous 1 Next Last

ETC Help Release note

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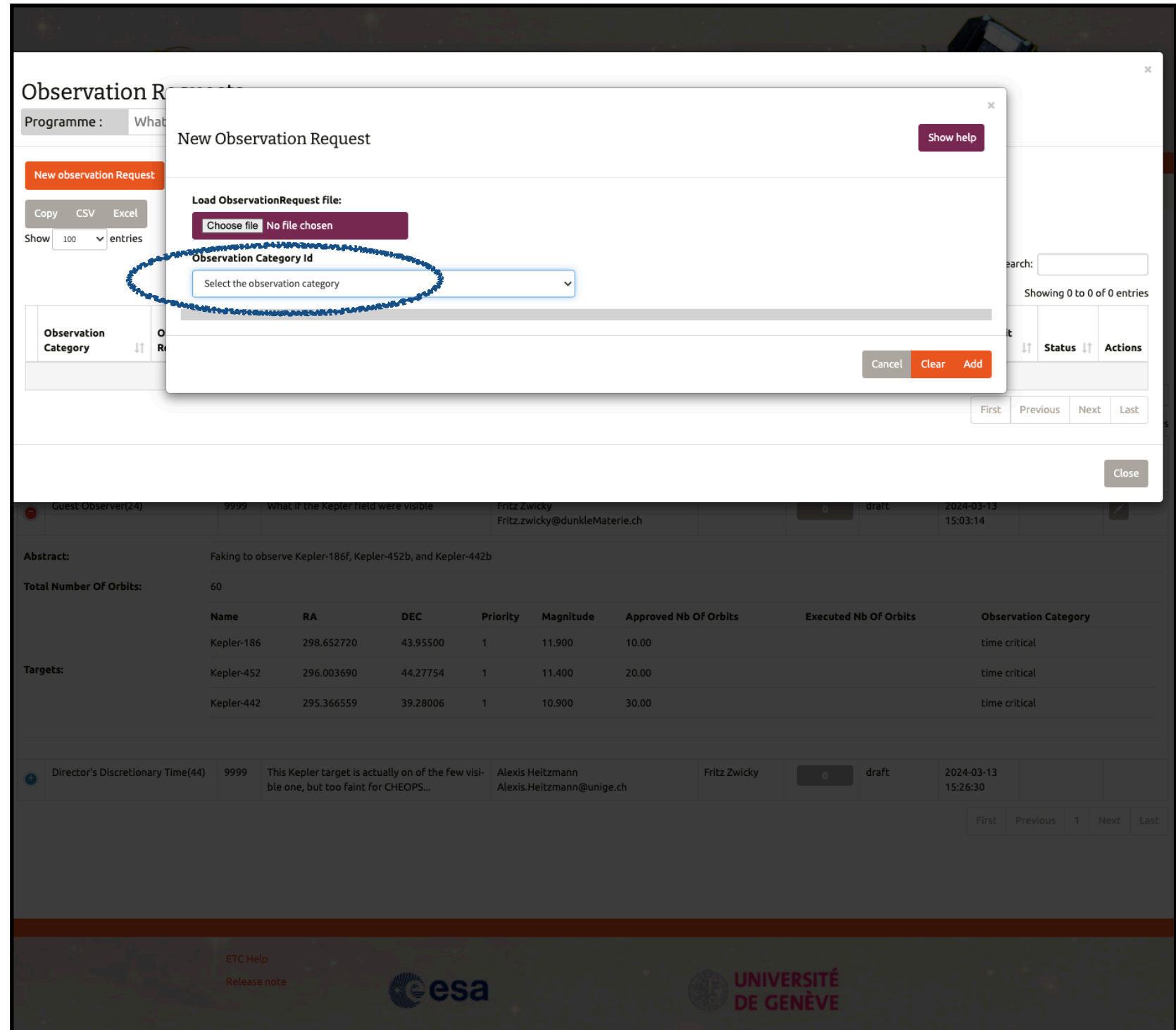
# Proposal Handling Tool Phase II

## PHT2 Guidelines

### Create an Observation Request

Select the observation category:

- **Time-Critical:**  
Observation associated with a transit (more generally any periodic event)
- **Non-Time-Critical:**  
Observation **not** associated with a periodic event, typically for phase curves or other filler programmes



**New Observation Request**

Load ObservationRequest file:  
Choose file No file chosen

Observation Category Id  
Select the observation category

Cancel Clear Add

Abstract: Faking to observe Kepler-186f, Kepler-452b, and Kepler-442b

Total Number Of Orbits: 60

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ETC Help Release note

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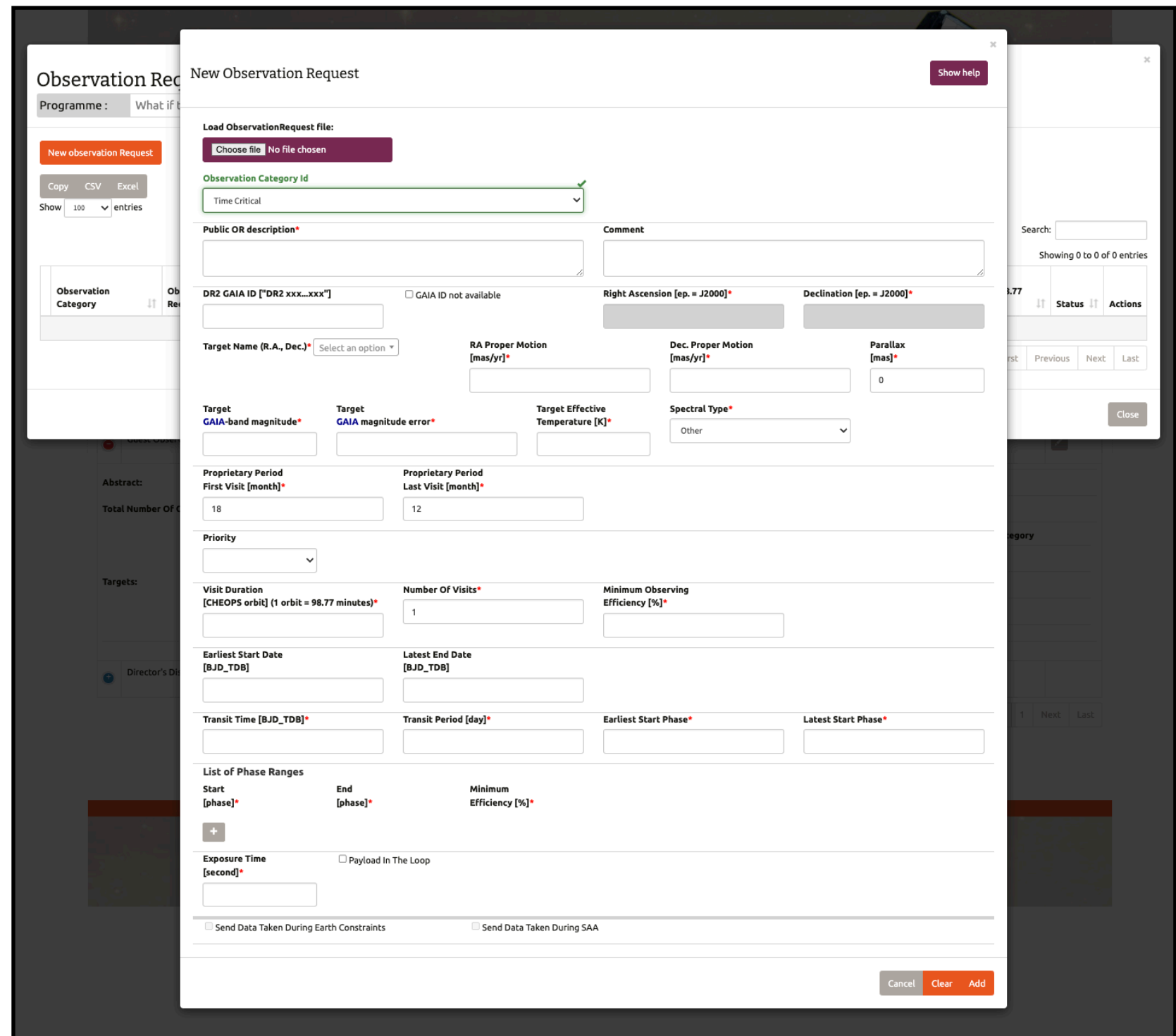
# Proposal Handling Tool Phase II

## PHT2 Guidelines

### Fill in the Observation Request

Define the parameters of your observation

Some parameters are mandatory (indicated with a **\***)



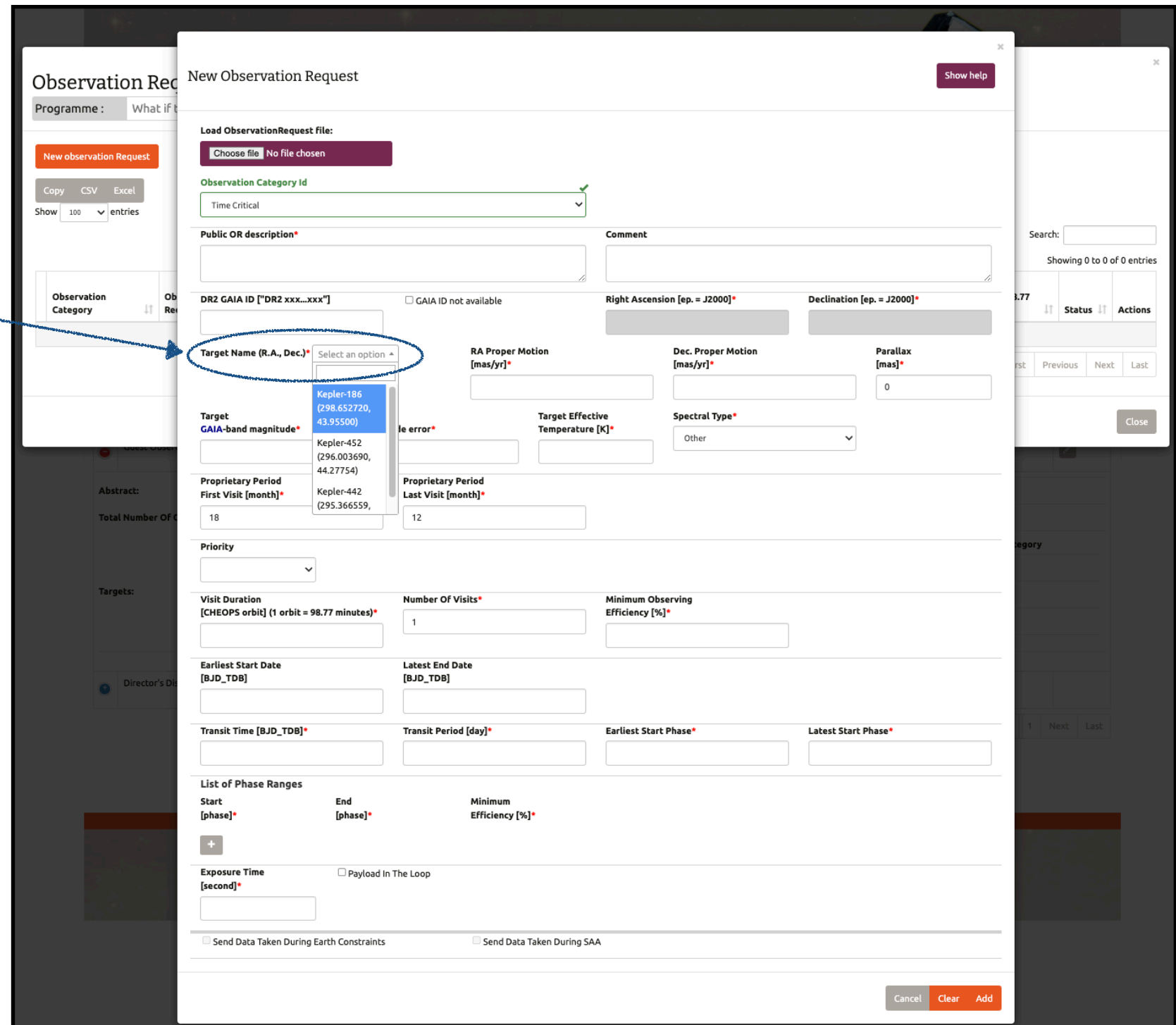


# Proposal Handling Tool Phase II

## PHT2 Guidelines

### Fill in the Observation Request

First select a target star from the scroll-down menu  
(only targets accepted by the ESA TAC show in the menu)

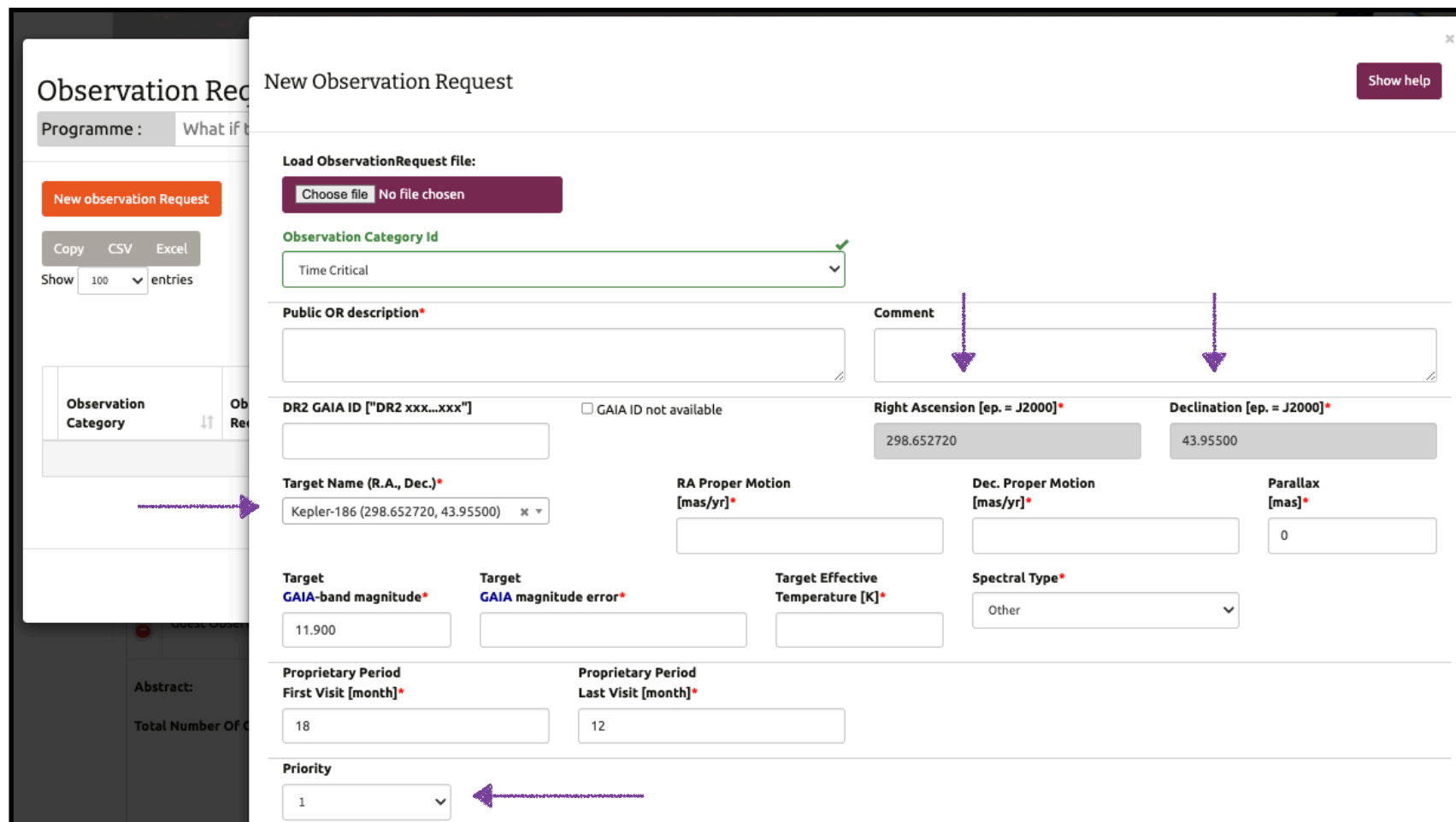


The screenshot shows the 'New Observation Request' form. A blue arrow points to the 'Target Name (R.A., Dec.)' dropdown menu, which is open and showing a list of target stars including Kepler-186, Kepler-452, and Kepler-442. The form includes various fields for observation details such as GAIA ID, coordinates, proper motion, and visit parameters.

### Fill in the Observation Request

Target coordinates (*RA/Dec*) are pre-filled with user-defined values from PHT-1

*Priority* field is pre-filled with the ESA-assigned priority for this target



**New Observation Request** Show help

Load ObservationRequest file: Choose file No file chosen

Observation Category Id: Time Critical

Public OR description\*

Comment

DR2 GAIA ID ["DR2 xxx...xxx"] ☐ GAIA ID not available

Right Ascension [ep. = J2000]\*: 298.652720

Declination [ep. = J2000]\*: 43.95500

Target Name (R.A., Dec.)\*: Kepler-186 (298.652720, 43.95500)

RA Proper Motion [mas/yr]\*

Dec. Proper Motion [mas/yr]\*

Parallax [mas]\*: 0

Target GAIA-band magnitude\*: 11.900

Target GAIA magnitude error\*

Target Effective Temperature [K]\*

Spectral Type\*: Other

Proprietary Period First Visit [month]\*: 18

Proprietary Period Last Visit [month]\*: 12

Priority: 1

# Proposal Handling Tool Phase II

## PHT2 Guidelines

### Fill in the Observation Request

Click on the “*Show/Hide help*” button to show/hide additional information that will guide you to fill in individual fields.

New Observation Request

Hide help

Load ObservationRequest file:

Choose file No file chosen

Observation Category Id

Time Critical

Public OR description\*

Brief description of observation (e.g. phase curve of planet b). Information is publicly available on the PHT2 pages.

Very brief description of the observation, which will be publicly accessible with the data. For example: "Transit of planet c", "Phase curve of planet b", "Occultation of planet b", "Transit search", "Stellar".

Comment

Private comment, for your own records or for informing the SOC about specifics of the observing strategy (does not preclude the full definition of the observations in the OR fields below)

Complementary information for bookkeeping purposes or to raise the scheduler's attention, e.g. "Testing alias at 100-day period", "Only visible transit this season" or "This OR is more urgent than its companion OR#xx".

DR2 GAIA ID ["DR2 xxx...xxx"]

DR2 6888684821851122048207

GAIA ID of the target, as retrieved from the GAIA archive (https://gea.esac.esa.int/archive/). If the target has a GAIA counterpart in DR2, then this parameter is crucial to identify the target among field stars.

GAIA ID not available

If the GAIA\_ID field is empty, you have to actively tick this box to confirm that your target has no GAIA counterpart in the DR2 archive.

Right Ascension [ep. = J2000]\*

298.652720

Right Ascension (J2000) in degrees [0 .. 360]

Declination [ep. = J2000]\*

43.95500

Declination (J2000) in degrees [-90 .. +90]

Target Name (R.A., Dec.)\*

Kepler-186 (298.652720, 43.95500)

The target identifier and its associated coordinates as entered in the PHT2 database (in degrees).

RA Proper Motion [mas/yr]\*

2.099

Proper motion of the target in Right Ascension (in mas/year)

Dec. Proper Motion [mas/yr]\*

-4.361

Proper motion of the target in Declination (in mas/year)

Parallax [mas]\*

5.602

Parallax of the target star (in milli-arcseconds)

Target GAIA-band magnitude\*

11.900

Brightness of the target star in GAIA-band (in mag). The GAIA-band magnitude is used to identify the target among field stars, so please enter an accurate value here.

Target GAIA magnitude error\*

0.1

Error of the brightness of the target star in the GAIA-band (in mag)

Target Effective Temperature [K]\*

3680

Effective temperature of the target star (in Kelvin)

Spectral Type\*

M1V (3680 K)

Spectral type of the target star

Proprietary Period First Visit [month]\*

18

Period during which the data remain private after the first visit has been observed. The maximum duration is 18 months.

Proprietary Period Last Visit [month]\*

12

Period during which the data remain private after the last visit has been observed. The maximum duration is 12 months.

Priority

1

Priority Level for this observation request, integer from 1 to 3, with 1 being the highest priority.

Visit Duration [CHEOPS orbit] (1 orbit = 98.77 minutes)\*

10

Time interval to be considered for one visit

Number Of Visits\*

1

Number of visits to be scheduled for this observation request

Minimum Observing Efficiency [%]\*

50

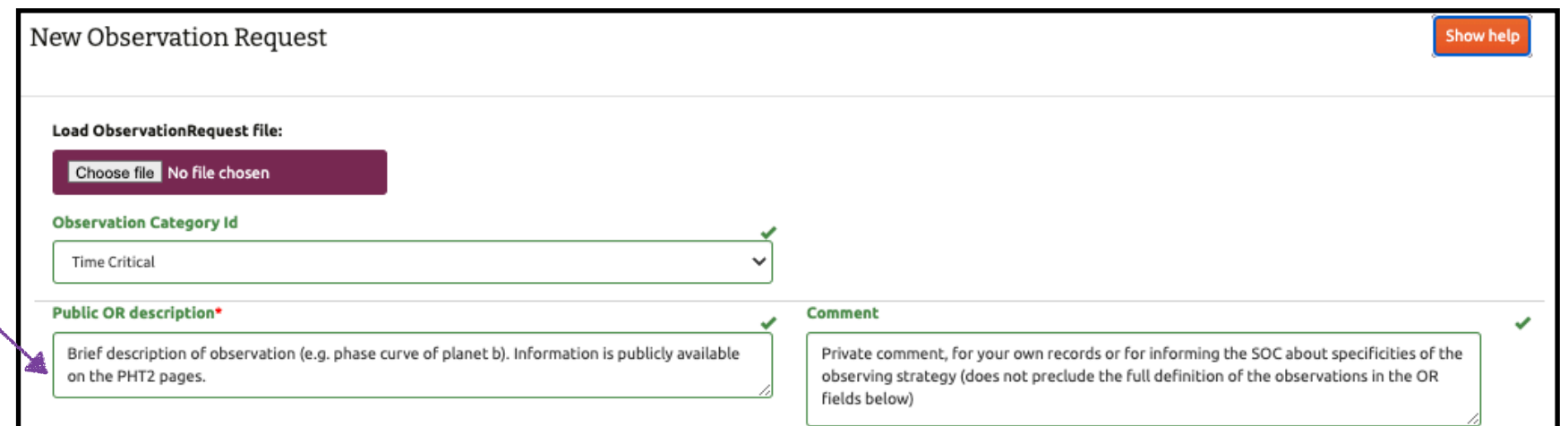
Minimum fraction of the visit duration to be spent on-source (excluding interruptions due to Earth occultations, high levels of straylight, and SAA crossings), in percent, [20, 100].

# Proposal Handling Tool Phase II

## PHT2 Guidelines

### Fill in the Observation Request

- *Public OR description* is a mandatory field. Please add a very brief description of the observation, which will be publicly accessible with the data. For example: "Transit of planet c", "Phase curve of planet b", "Occultation of planet b", "Transit search", "Stellar"



New Observation Request [Show help](#)

Load ObservationRequest file:  
 No file chosen

Observation Category Id ✓  
 Time Critical ▼

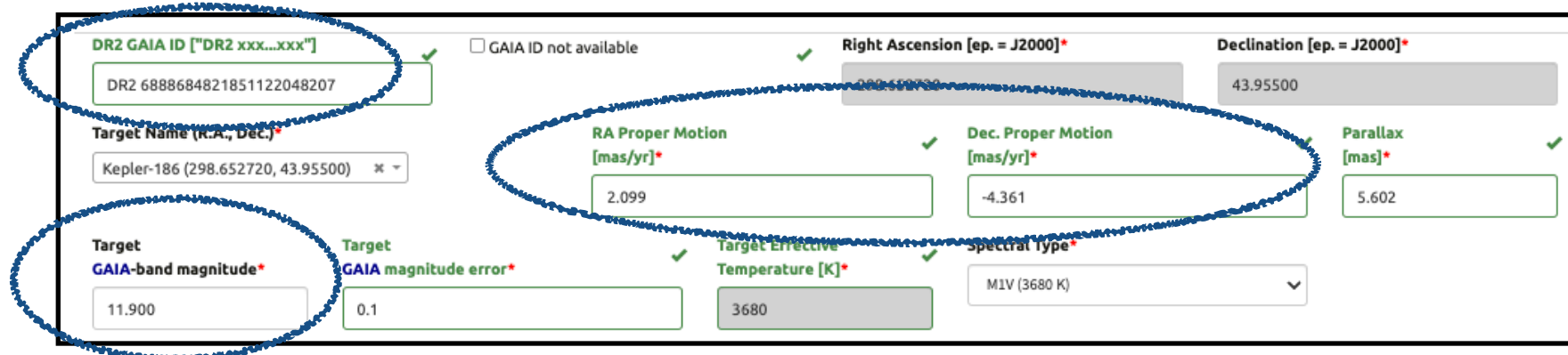
Public OR description\* ✓  
 Brief description of observation (e.g. phase curve of planet b). Information is publicly available on the PHT2 pages.

Comment ✓  
 Private comment, for your own records or for informing the SOC about specificities of the observing strategy (does not preclude the full definition of the observations in the OR fields below)

- *Comment* field may be useful for your own record, or for describing the observing strategy to the SOC / Mission planner.

### Fill in the Observation Request

- Fill in the missing target information:
  - **DR2 GAIA ID** is critical for on-board target identification. Field must start with “**DR2 xxxxxxxx**”. GAIA ID can be fetched from the [GAIA Archive](#)
  - **Proper motion** may be critical for on-board target identification. Can be fetched from [SIMBAD](#)
  - **GAIA-band magnitude** may also be critical for on-board target identification. Can be fetched from [SIMBAD](#)



The screenshot shows the PHT2 Observation Request form with several fields highlighted by blue circles, indicating critical information for target identification:

- DR2 GAIA ID** ["DR2 xxx...xxx"] (Value: DR2 6888684821851122048207)
- RA Proper Motion** [mas/yr] (Value: 2.099)
- Dec. Proper Motion** [mas/yr] (Value: -4.361)
- GAIA-band magnitude** (Value: 11.900)
- GAIA magnitude error** (Value: 0.1)

Other visible fields include:

- Target Name** (R.A., Dec.): Kepler-186 (298.652720, 43.95500)
- Right Ascension** [ep. = J2000]: 298.652720
- Declination** [ep. = J2000]: 43.95500
- Parallax** [mas]: 5.602
- Target Effective Temperature** [K]: 3680
- Spectral type**: M1V (3680 K)



# Proposal Handling Tool Phase II

## PHT2 Guidelines

### Fill in the Observation Request

- **Minimum observing efficiency** is a **critical element** for the schedulability of your observation. Expected observing efficiency can be checked with the Science Feasibility Checker (Phase-1).

Visit Duration [CHEOPS orbit] (1 orbit = 98.77 minutes)* ✓ <input type="text" value="10"/>	Number Of Visits* ✓ <input type="text" value="1"/>	<b>Minimum Observing Efficiency [%]* ✓</b> <input type="text" value="50"/>
Earliest Start Date [BJD_TDB] ✓ <input type="text" value="2459053.845"/>	Latest End Date [BJD_TDB] ✓ <input type="text" value="2459083.845"/>	
Transit Time [BJD_TDB]* ✓ <input type="text" value="2454944.8450"/>	Transit Period [day]* ✓ <input type="text" value="129.9459"/>	Earliest Start Phase* ✓ <input type="text" value="0.991"/>
		Latest Start Phase* ✓ <input type="text" value="0.001"/>

Notes from the template observationRequest file that you have used for preparing the Phase-1 (feasibility check):

```
<!-- This parameter defines the minimum on-source time relative to the visit duration -->
<!-- (excluding interruptions due to the SAA, Earth Occultations, and straylight constraints) -->
<!-- NOTE: For visits with scheduling flexibility, especially those shorter than 3 orbits, the effective -->
<!-- observing efficiency may end up to be lower than the requested value by up to ~ 15%. -->
<!-- This may happen under special circumstances, typically when the scheduleSolver algorithm adjusts -->
<!-- the visit start time to optimise the overall schedule, which may result in a visit being shifted -->
<!-- toward the SAA, Earth occultations or straylight regions. -->
```

As the observing efficiency is mainly driven by the target location in the sky, it is highly **recommended** to set the requested observing efficiency to a rather low value, **typically 50%**, for all targets, except if the science case requires very high observing efficiency (assuming this efficiency is reachable for at least one visit)

### Fill in the Observation Request

- Use **time bracketing** (*Earliest/Latest Start Date*) to constrain the scheduling dates of your observations.

This might be useful for “catching” specific transits, typically for TTVs. This parameter is optional.

<b>Visit Duration</b> [CHEOPS orbit] (1 orbit = 98.77 minutes)* ✓ <input type="text" value="10"/>	<b>Number Of Visits*</b> ✓ <input type="text" value="1"/>	<b>Minimum Observing Efficiency [%]*</b> ✓ <input type="text" value="50"/>
<b>Earliest Start Date</b> [BJD_TDB] ✓ <input type="text" value="2459053.845"/>	<b>Latest End Date</b> [BJD_TDB] ✓ <input type="text" value="2459083.845"/>	
<b>Transit Time [BJD_TDB]*</b> <input type="text" value="2454944.8450"/>	<b>Transit Period [day]*</b> ✓ <input type="text" value="129.9459"/>	<b>Earliest Start Phase*</b> ✓ <input type="text" value="0.991"/>
		<b>Latest Start Phase*</b> ✓ <input type="text" value="0.001"/>

### Fill in the Observation Request

<b>Visit Duration</b> [CHEOPS orbit] (1 orbit = 98.77 minutes)* ✓ <input type="text" value="10"/>	<b>Number Of Visits*</b> ✓ <input type="text" value="1"/>	<b>Minimum Observing Efficiency [%]*</b> ✓ <input type="text" value="50"/>
<b>Earliest Start Date</b> [BJD_TDB] ✓ <input type="text" value="2459053.845"/>	<b>Latest End Date</b> [BJD_TDB] ✓ <input type="text" value="2459083.845"/>	
<b>Transit Time [BJD_TDB]*</b> ✓ <input type="text" value="2454944.8450"/>	<b>Transit Period [day]*</b> ✓ <input type="text" value="129.9459"/>	<b>Earliest Start Phase*</b> ✓ <input type="text" value="0.991"/>
		<b>Latest Start Phase*</b> ✓ <input type="text" value="0.001"/>

- **Earliest/Latest Start Phase** parameters are used to define the allowed start time of *time-critical* visits.

Notes from the template observationRequest file that you have used for preparing the Phase-1 (feasibility check):

```

<!-- This parameter defines the flexibility of a visit start time in units of planetary orbital phase. -->
<!-- Two values are defined to bound the allowed start time of the visit. -->
<!-- NOTE: Leaving no slack for the observation start time reduces the chance of being scheduled -->
<!-- NOTE: Requesting flexibility on the start time implies that the effective observing efficiency may in some rare cases -->
<!-- be lower than the requested value (see comment above in <Minimum_Effective_Duration>) -->
  
```

The start\_phase slack allows for some scheduling flexibility. Be careful however that the slack is commensurate with the visit duration, i.e. that the visit covers the intended time period, typically the transit, for any start time during the start\_phase slack.

The Mission Planning System does not support cases where the visit duration is longer than the transit period

### Fill in the Observation Request

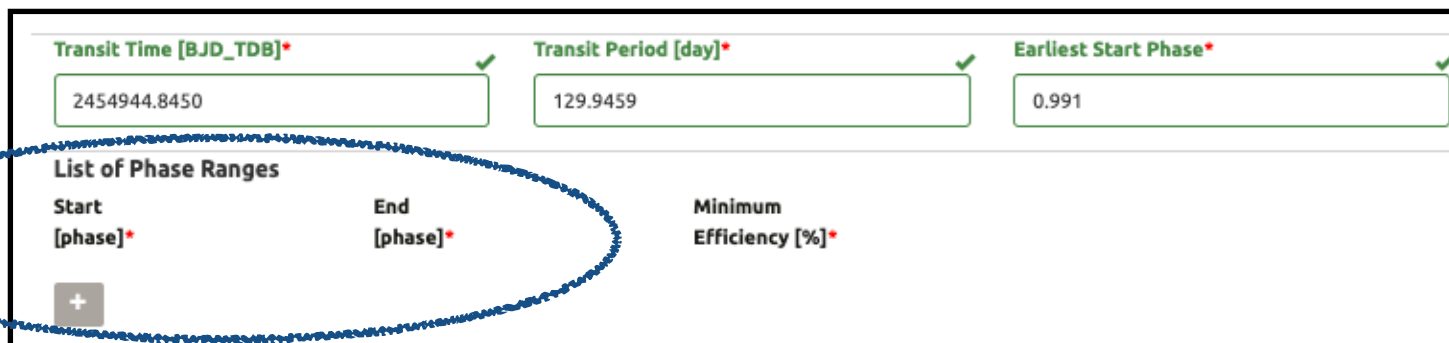
Valid and invalid entries are identified as such in the form.

<b>Visit Duration</b> [CHEOPS orbit] (1 orbit = 98.77 minutes)* <input type="text" value="10"/>	<b>Number Of Visits*</b> <input type="text" value="1"/>	<b>Minimum Observing Efficiency [%]*</b> <input type="text" value="50"/>
<b>Earliest Start Date [BJD_TDB]</b> <input type="text" value="2459053.845"/>	<b>Latest End Date [BJD_TDB]</b> <input type="text" value="5"/>	
<small>Earliest Start Date must be lower than Latest Start Date</small>	<small>Latest Start Date must be higher than Earliest Start Date</small>  <small>Please enter a value between 2458000 and 2462000</small>	



### Fill in the Observation Request

For *time-critical* observations only, you may define *critical phase ranges*, i.e. specific time periods within the visit with an increased requested observing efficiency.



The screenshot shows a web form for observation requests. At the top, there are three input fields: 'Transit Time [BJD\_TDB]\*' with value 2454944.8450, 'Transit Period [day]\*' with value 129.9459, and 'Earliest Start Phase\*' with value 0.991. Each field has a green checkmark to its right. Below these is a section titled 'List of Phase Ranges'. It contains a table with three columns: 'Start [phase]\*', 'End [phase]\*', and 'Minimum Efficiency [%]\*'. A blue oval highlights the 'Start' and 'End' columns. A '+' button is located at the bottom left of the table.

As those put stringent constraints on the schedulability of your observations, *they should be used **only** if justified by the science case.*

Please make sure that the *requested critical phase ranges are always contained within the visit*, for all possible start times defined by the *Earliest/Latest Start Phase* parameters.

Notes from the template observationRequest file that you have used for preparing the Phase-1 (feasibility check):

```
<!-- The set of parameters below is used to define specific (orbital) phase ranges -->
<!-- within which the observing efficiency may be increased to a specific value -->
<!-- Convention is that the transit is at phase=0 (or equivalently 1) -->
<!-- This can be seen as a local requirement on the observing efficiency (e.g. egresses) -->
<!-- NOTE: Requiring critical phase ranges is an additional constraint that will result in lower chances of being scheduled -->
```



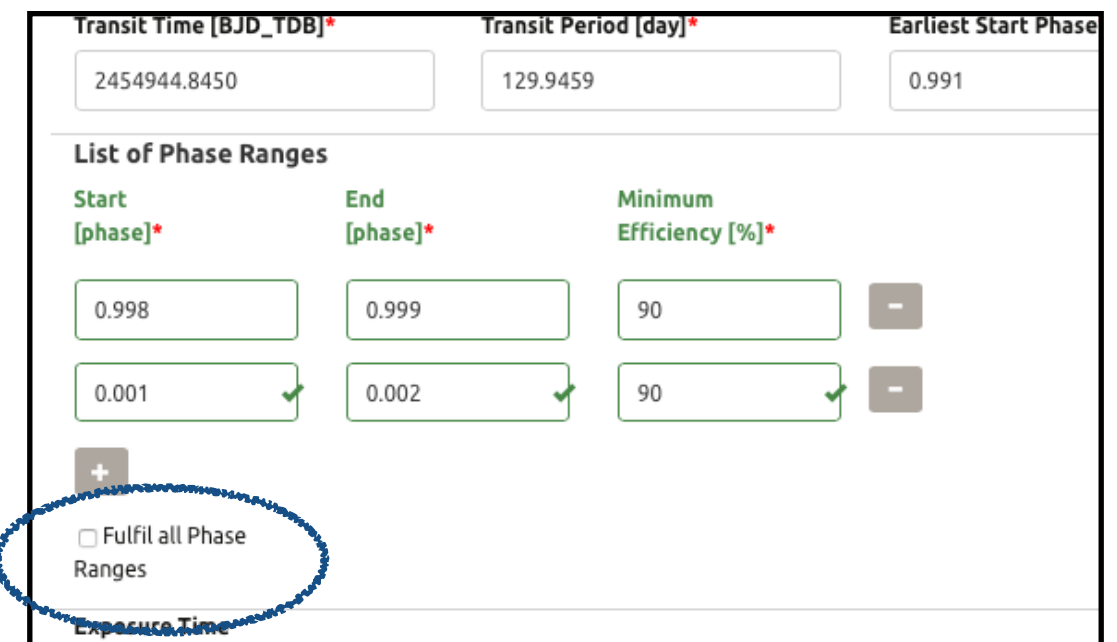
# Proposal Handling Tool Phase II

## PHT2 Guidelines

### Fill in the Observation Request

When two phase ranges are specified, you may decide to request that both or only one, phase ranges are observed. This is equivalent to the logical AND / OR, respectively.

This is done by ticking the *Fulfil all Phase Ranges* box



Transit Time [BJD_TDB]*	Transit Period [day]*	Earliest Start Phase
2454944.8450	129.9459	0.991

List of Phase Ranges		
Start [phase]*	End [phase]*	Minimum Efficiency [%]*
0.998	0.999	90
0.001 ✓	0.002 ✓	90 ✓

☒ Fulfil all Phase Ranges

### Fill in the Observation Request

- **Exposure Time** is critical for the technical validity of your observations.

Ranges

Exposure Time  
[second]\*

60

☐ Send Data Taken During Earth Constraint

Please consult the [CHEOPS Observers Manual](#) to understand the impact of the exposure time on the on-board image stacking strategy.

Table 2: Image and imagette stacking order, image cadence and duty cycle as a function of the exposure time. An image cadence of  $f$  means that one image is recorded every  $f$  seconds. In ULTRABRIGHT read-out mode (shaded rows), the detector has to be read-out sequentially and not in parallel to the exposition, introducing a significant decrease of the duty cycle, calculated as  $d = t_{exp} / (t_{exp} + 1.1 \text{ s})$ . See Table 1 for details. Mind the gap in duty cycle between exposure times of 1 s and 1.05 s!

Exposure time (s)	Image stacking order	Imagette stacking order	Stacked image cadence (s)	Duty cycle (%)
$t_{exp} < 0.1$	40	4	$f < 48$	$d < 8.3$
$0.1 \leq t_{exp} < 0.15$	39	3	$46.8 \leq f < 48.8$	$8.3 \leq d < 12$
$0.15 \leq t_{exp} < 0.2$	36	3	$45 \leq f < 46.8$	$12 \leq d < 15.4$
$0.2 \leq t_{exp} < 0.4$	33	3	$42.9 \leq f < 49.5$	$15.4 \leq d < 26.7$

Please follow the guidelines from the Exposure Time Calculator to set up the exposure time.

CHEOPS CHARACTERISING EXOPLANET SATELLITE

CHEOPS Proposal Handling Tool – Phase 2 –

Target and Programme Information Exposure Time Calculator Programmes Targets My profile (Alexis Heitzmann) Log Out

### Exposure Time Calculator

Help

**Input Parameters**

Target G Magnitude 0.0

Target Effective Temperature 0.0 [K]

Spectral type (stellar granulation) N/A

Exposure Time 0.001 [s]

Right Ascension 0.0 [hh:mm:ss / decimal deg]

Declination 0.0 [dd:mm:ss / decimal deg]

**Additional Parameters**

☐ Specify observation duration

Defined time interval 0.0 [h]

☐ Specify flux in CHEOPS passband

Flux 0.0 [e-/s]

☐ Specify visit/observation efficiency

Efficiency 0.0 [%]

Calculate Clear

**Exposure time guidelines**

The user must specify the exposure time; that is, the time during which photons are collected to record an image (minimum allowed value is 0.001 s, maximum allowed value is 60 s).

The user should also verify that the percentage of the full well capacity (FWC) of a pixel filled by the highest peak of the PSF is below 100%.

The **suggested maximum exposure time** is the one where the PSF peak fills 85% of the full well capacity (to provide enough margin to clearly avoid pixel saturation). It is also recommended to select an exposure time close to this suggested maximum exposure time (or 60s if the 85% cannot be achieved), to keep the instrumental noise to a minimum.

On the other hand, the **suggested minimum exposure time** is the one corresponding to the PSF peak filling 10% of the full well capacity.

The user is responsible for selecting the correct exposure time and may have reasons not to follow the guidelines given above. For example, the user might be interested in shorter exposure times than recommended to have a faster cadence of images or imagettes (see Observers Manual, Table 2).

### Fill in the Observation Request

Payload-In-The-Loop (PITL) configuration:

- PITL active: spacecraft pointing is locked on the science target
- PITL inactive: spacecraft pointing solely relying on star trackers
- See [CHEOPS Observers Manual](#) for more details

The PHT2 automatically sets the PITL configuration to:

**Active**, on targets brighter than  $G_{\text{mag}}=11$

Target  
GAIA-band magnitude\*

8

☒ Payload In The Loop

**Inactive**, on targets fainter than  $G_{\text{mag}}=11$

Target  
GAIA-band magnitude\*

11

☐ Payload In The Loop

The PI can request to disable the PITL for bright targets, typically in case of close and bright contaminants that could degrade the pointing performance if the PITL were active.

**This setting is meant for experts and at the observer's own risk.**

Payload In The Loop is disabled

Changing the default configuration of the Payload In The Loop is for expert users only and is done at your own risk.

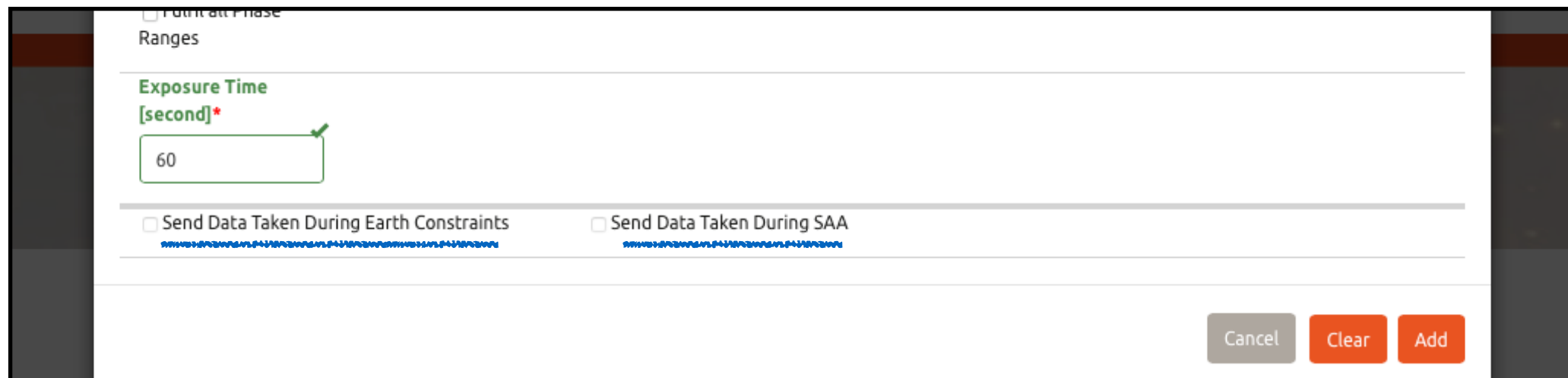
Cancel Confirm

### Fill in the Observation Request

Options on *data downlink* are not editable for nominal science users.

Radio buttons indicate whether data recorded on-board during SAA crossings or during Earth constraints (hard occultation and high-levels of straylight) will be downlinked.

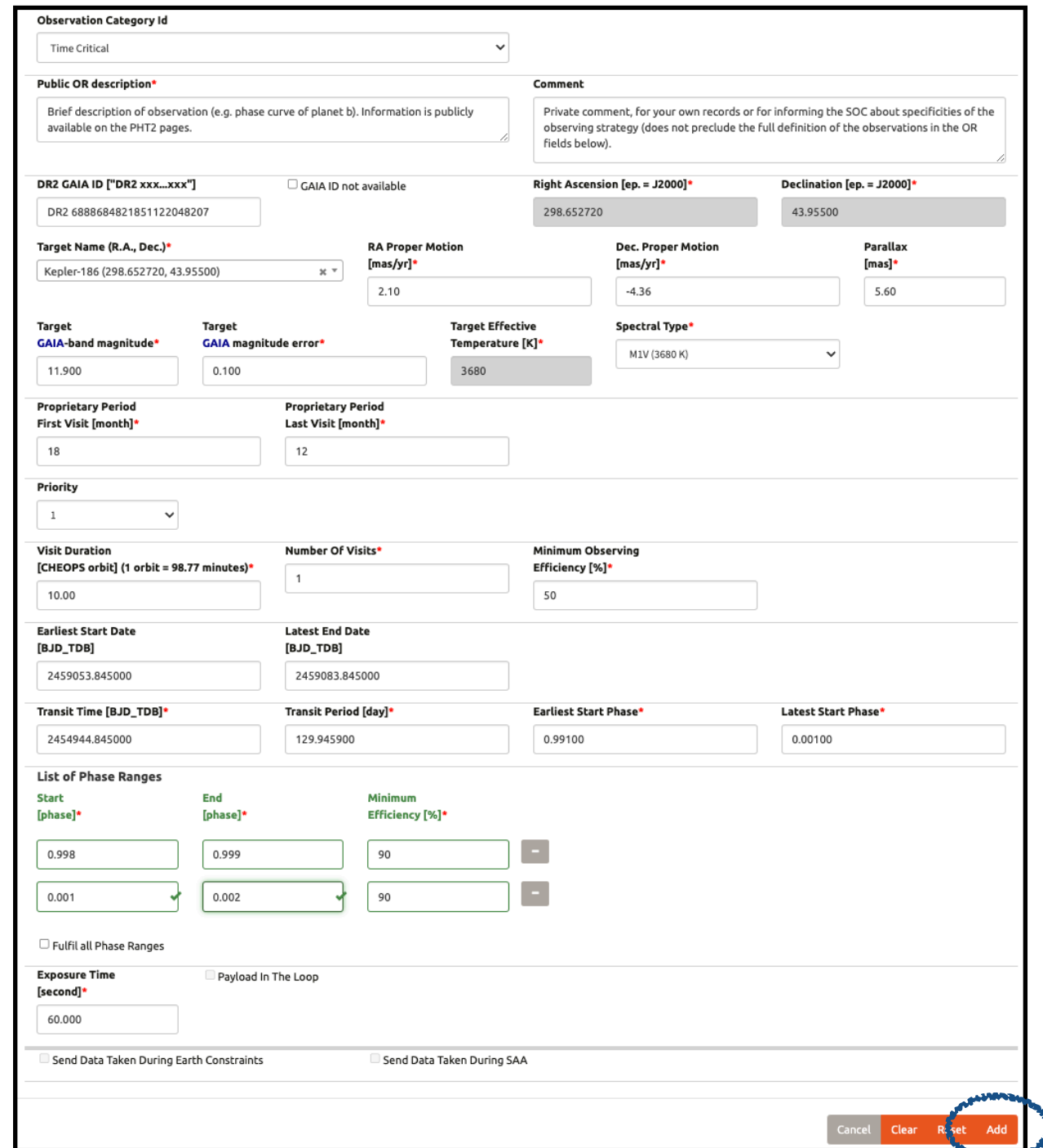
Their current default value for nominal science is False, i.e. data taken during SAA and Earth constraints will NOT be downlinked.



The screenshot shows a web form for submitting an observation request. At the top, there is a checkbox labeled "Full Orbit Phase" and a section titled "Ranges". Below this, the "Exposure Time" is specified as "[second]\*" with a green checkmark icon, and a text input field containing the value "60". At the bottom, there are two radio buttons: "Send Data Taken During Earth Constraints" and "Send Data Taken During SAA", both of which are currently unselected. In the bottom right corner, there are three buttons: "Cancel" (grey), "Clear" (orange), and "Add" (orange).

### Finalise the Observation Request

Once your observation request is complete, please click on “Add”



The screenshot shows the PHT2 Observation Request Form. The form is divided into several sections with various input fields and checkboxes. The 'Add' button at the bottom right is circled in blue.

**Observation Category Id**  
 Time Critical

**Public OR description\***  
 Brief description of observation (e.g. phase curve of planet b). Information is publicly available on the PHT2 pages.

**Comment**  
 Private comment, for your own records or for informing the SOC about specificities of the observing strategy (does not preclude the full definition of the observations in the OR fields below).

**DR2 GAIA ID ["DR2 xxx...xxx"]**  
 DR2 6888684821851122048207

☐ GAIA ID not available

**Right Ascension [ep. = J2000]\***  
 298.652720

**Declination [ep. = J2000]\***  
 43.95500

**Target Name (R.A., Dec.)\***  
 Kepler-186 (298.652720, 43.95500)

**RA Proper Motion [mas/yr]\***  
 2.10

**Dec. Proper Motion [mas/yr]\***  
 -4.36

**Parallax [mas]\***  
 5.60

**Target GAIA-band magnitude\***  
 11.900

**Target GAIA magnitude error\***  
 0.100

**Target Effective Temperature [K]\***  
 3680

**Spectral Type\***  
 M1V (3680 K)

**Proprietary Period First Visit [month]\***  
 18

**Proprietary Period Last Visit [month]\***  
 12

**Priority**  
 1

**Visit Duration [CHEOPS orbit] (1 orbit = 98.77 minutes)\***  
 10.00

**Number Of Visits\***  
 1

**Minimum Observing Efficiency [%]\***  
 50

**Earliest Start Date [BJD\_TDB]**  
 2459053.845000

**Latest End Date [BJD\_TDB]**  
 2459083.845000

**Transit Time [BJD\_TDB]\***  
 2454944.845000

**Transit Period [day]\***  
 129.945900

**Earliest Start Phase\***  
 0.99100

**Latest Start Phase\***  
 0.00100

**List of Phase Ranges**

Start [phase]*	End [phase]*	Minimum Efficiency [%]*
0.998	0.999	90
0.001	0.002	90

☐ Fulfil all Phase Ranges

**Exposure Time [second]\***  
 60.000

☐ Payload In The Loop

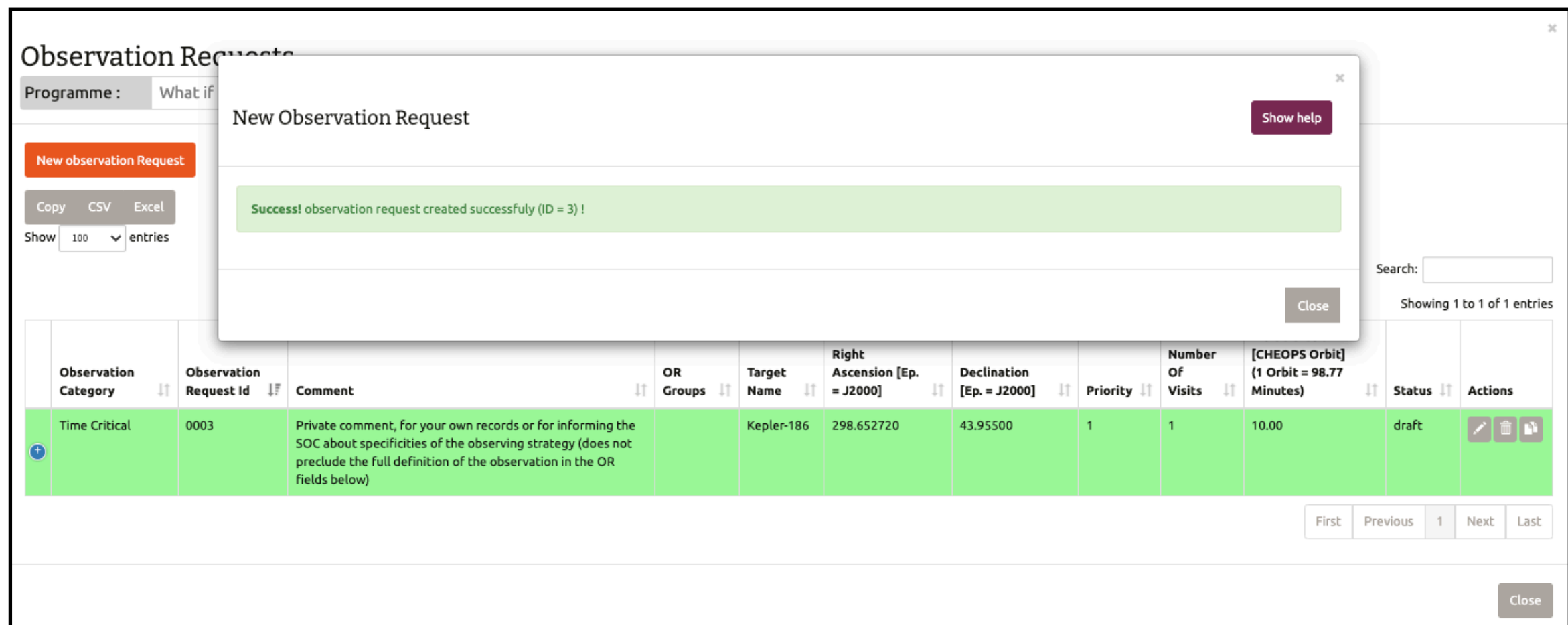
☐ Send Data Taken During Earth Constraints

☐ Send Data Taken During SAA

Buttons: Cancel, Clear, Reset, Add

### Finalise the Observation Request

The new Observation Request now appears in the list



The screenshot shows the 'Observation Requests' interface. A modal window titled 'New Observation Request' is open, displaying a green success message: 'Success! observation request created successfully (ID = 3) !'. Below the modal, a table lists the observation requests. The table has columns for Observation Category, Observation Request Id, Comment, OR Groups, Target Name, Right Ascension [Ep. = J2000], Declination [Ep. = J2000], Priority, Number Of Visits, [CHEOPS Orbit] (1 Orbit = 98.77 Minutes), Status, and Actions. The first entry is highlighted in green and shows a 'Time Critical' request for 'Kepler-186' with a status of 'draft'.

Observation Category	Observation Request Id	Comment	OR Groups	Target Name	Right Ascension [Ep. = J2000]	Declination [Ep. = J2000]	Priority	Number Of Visits	[CHEOPS Orbit] (1 Orbit = 98.77 Minutes)	Status	Actions
Time Critical	0003	Private comment, for your own records or for informing the SOC about specificities of the observing strategy (does not preclude the full definition of the observation in the OR fields below)		Kepler-186	298.652720	43.95500	1	1	10.00	draft	[Edit] [Delete] [Print]





### Complete your programme

Your newly created Observation Request now appears in the list

You can **Edit** , **Delete** , or **Clone**  your observation requests





New observation Request

Copy CSV Excel

Show 100 entries

Search:

Showing 1 to 1 of 1 entries

	Observation Category	Observation Request Id	Comment	OR Groups	Target Name	Right Ascension [Ep. = J2000]	Declination [Ep. = J2000]	Priority	Number Of Visits	Visit Duration [CHEOPS Orbit] (1 Orbit = 98.77 Minutes)	Status	Actions
	Time Critical	0003	Private comment, for your own records or for informing the SOC about specificities of the observing strategy (does not preclude the full definition of the observation in the OR fields below)		Kepler-186	298.652720	43.95500	1	1	10.00	draft	  

# Proposal Handling Tool Phase II

## PHT2 Guidelines

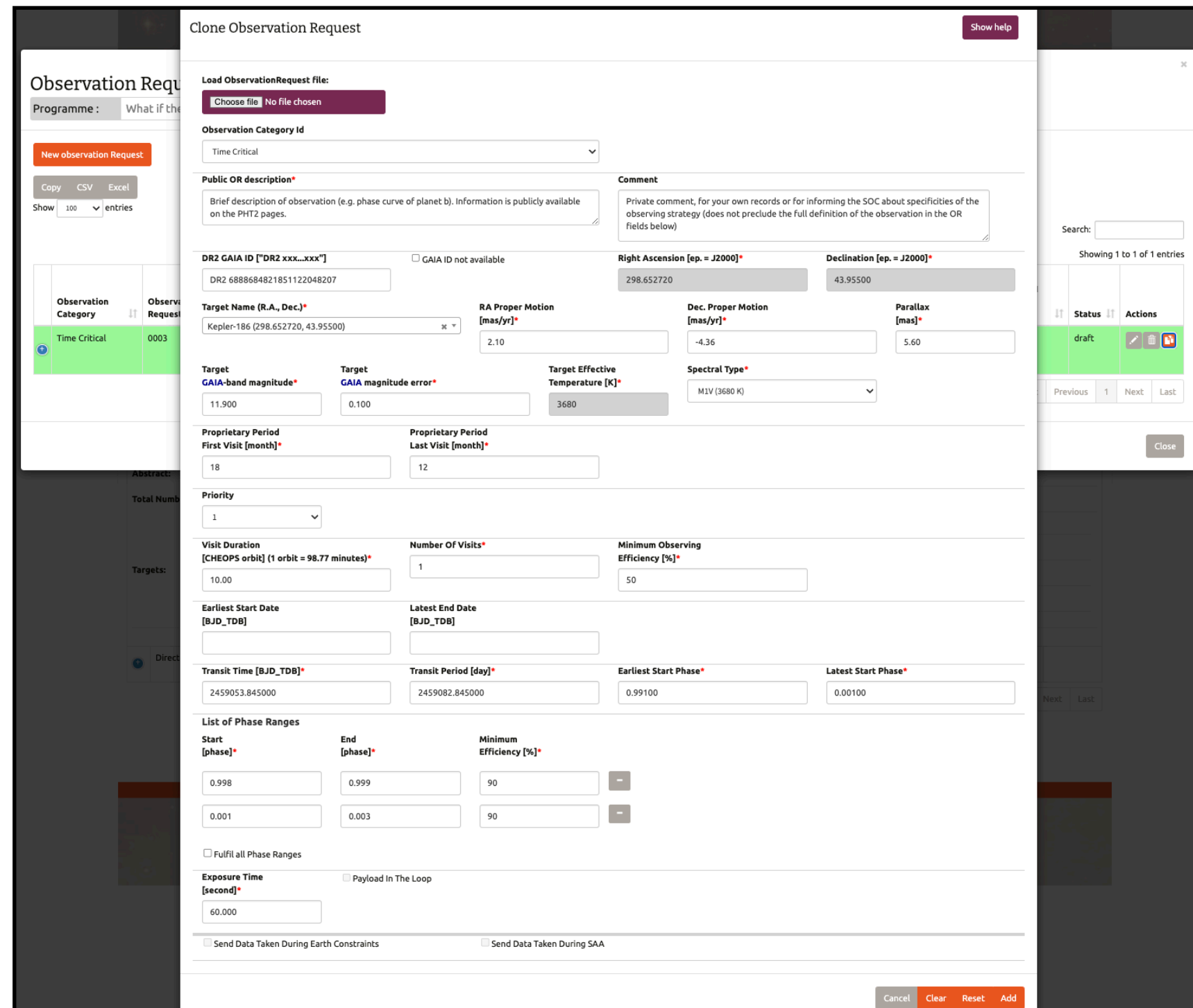
### Complete your programme



### Cloning an observation

request creates a new observation request (new ID) with fields pre-filled with values from the parent request.

This may be used to speed up the creation of observation requests if only a few parameters change with respect to existing requests.



**Clone Observation Request**

Load ObservationRequest file:  No file chosen

Observation Category Id:

Public OR description:

Comment:

DR2 GAIA ID ["DR2 xxx...xxx"]:  ☐ GAIA ID not available

Right Ascension [ep. = J2000]:  Declination [ep. = J2000]:

Target Name (R.A., Dec.):  RA Proper Motion [mas/yr]:  Dec. Proper Motion [mas/yr]:  Parallax [mas]:

Target GAIA-band magnitude:  Target GAIA magnitude error:  Target Effective Temperature [K]:  Spectral Type:

Proprietary Period First Visit [month]:  Proprietary Period Last Visit [month]:

Priority:

Visit Duration [CHEOPS orbit] (1 orbit = 98.77 minutes):  Number Of Visits:  Minimum Observing Efficiency [%]:

Earliest Start Date [BJD\_TDB]:  Latest End Date [BJD\_TDB]:

Transit Time [BJD\_TDB]:  Transit Period [day]:  Earliest Start Phase:  Latest Start Phase:

List of Phase Ranges

Start [phase]	End [phase]	Minimum Efficiency [%]
<input type="text" value="0.998"/>	<input type="text" value="0.999"/>	<input type="text" value="90"/>
<input type="text" value="0.001"/>	<input type="text" value="0.003"/>	<input type="text" value="90"/>

☐ Fulfil all Phase Ranges

Exposure Time [second]:  ☐ Payload In The Loop

☐ Send Data Taken During Earth Constraints ☐ Send Data Taken During SAA

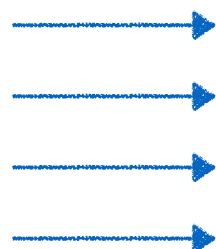
# Proposal Handling Tool Phase II

## PHT2 Guidelines

### Complete your programme

Every new Observation Request appears in the list of observations in your programme.

The total time required to execute all observation requests in a given programme must remain within the time allocated by the ESA TAC



Observation Requests

Programme :

What if the Kepler field were visible

Type :

Guest Observer(24)

ID :

9999

New observation Request

Copy

CSV

Excel













Show

100

entries

Search:

Showing 1 to 4 of 4 entries

	Observation Category	Observation Request Id	Comment	OR Groups	Target Name	Right Ascension [Ep. = J2000]	Declination [Ep. = J2000]	Priority	Number Of Visits	Visit Duration [CHEOPS Orbit] (1 Orbit = 98.77 Minutes)	Status	Actions
+	Time Critical	0006	Private comment, for your own records or for informing the SOC about specificities of the observing strategy (does not preclude the full definition of the observation in the OR fields below)	(PR249999_TG0004)	Kepler-452	296.003690	44.27754	1	1	5.50	draft	  
+	Time Critical	0005	Private comment, for your own records or for informing the SOC about specificities of the observing strategy (does not preclude the full definition of the observation in the OR fields below)		Kepler-442	295.366559	39.28006	1	1	10.00	draft	  
+	Time Critical	0004	Private comment, for your own records or for informing the SOC about specificities of the observing strategy (does not preclude the full definition of the observation in the OR fields below)	(PR249999_TG0006)	Kepler-452	296.003690	44.27754	1	1	10.00	draft	  
+	Time Critical	0003	Private comment, for your own records or for informing the SOC about specificities of the observing strategy (does not preclude the full definition of the observation in the OR fields below)		Kepler-186	298.652720	43.95500	1	1	10.00	draft	  

First

Previous

1

Next

Last

Close

ETC Help

# Proposal Handling Tool Phase II

## PHT2 Guidelines

### Complete your programme

You cannot exceed the number of accepted orbits for a given target.

$$10 \times 1 = 10 \quad \text{— OK}$$

<b>Visit Duration</b> [CHEOPS orbit] (1 orbit = 98.77 minutes)* ✓ <input type="text" value="10"/>	<b>Number Of Visits*</b> ✓ <input type="text" value="1"/>
---	--

$$3 \times 3 \leq 10 \quad \text{— OK}$$

This example is for a target with only 10 orbits left to be allocated.

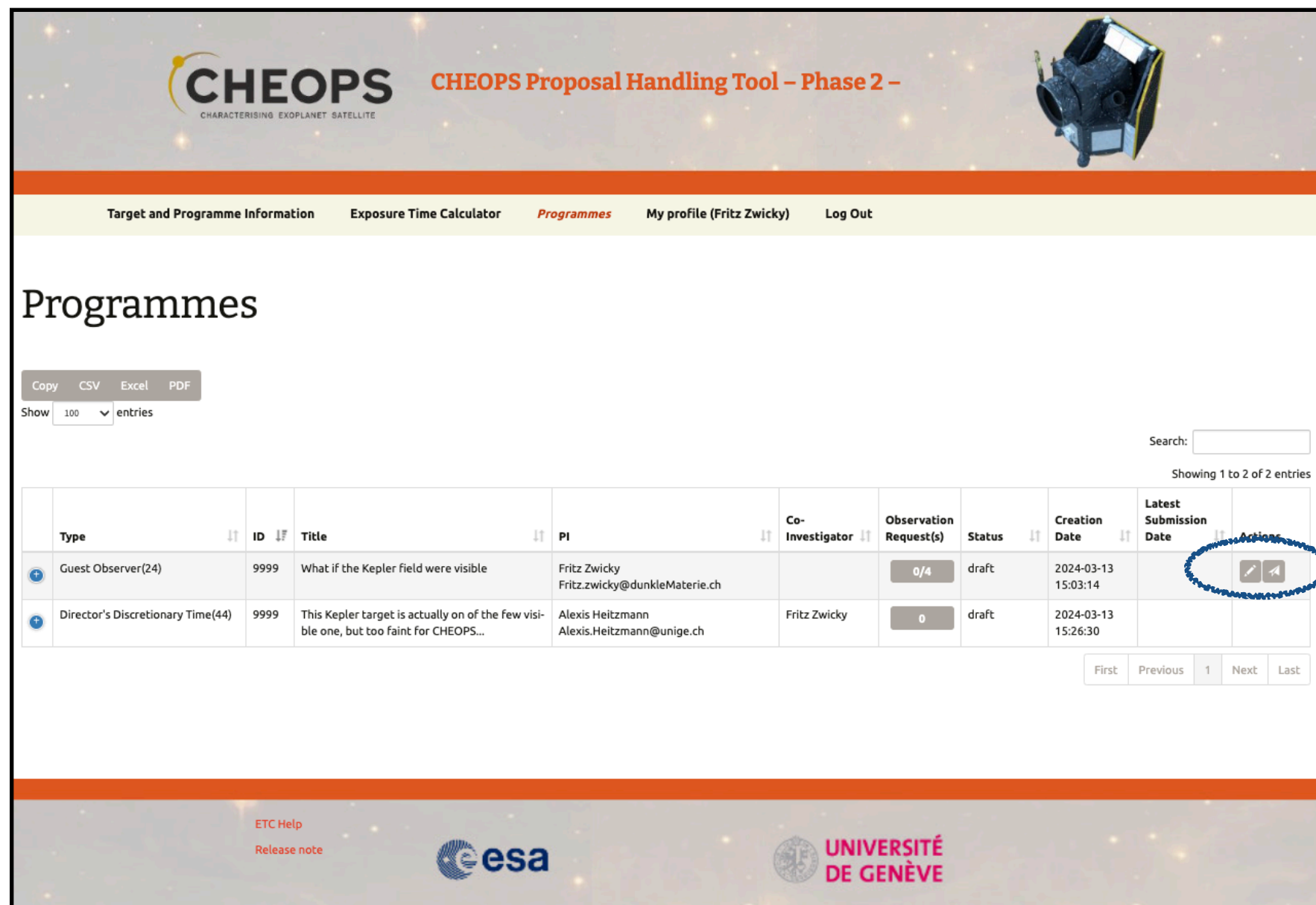
<b>Visit Duration</b> [CHEOPS orbit] (1 orbit = 98.77 minutes)* ✓ <input type="text" value="3"/>	<b>Number Of Visits*</b> ✓ <input type="text" value="3"/>
--	--

$$3 \times 4 = 12 > 10 \quad \text{— Not OK}$$

<b>Visit Duration</b> [CHEOPS orbit] (1 orbit = 98.77 minutes)* ✓ <input type="text" value="3"/>	<b>Number Of Visits*</b> ✗ <input type="text" value="4"/> <p>Approved number of orbits for the target <b>Kepler-186</b> exceeded (10 = 10 + 0) !          Reduce the visit duration or the number of visits(&lt;=3).</p>
--	---



### Submit your programme

Programmes that you own can be submitted with the  icon.



The screenshot shows the CHEOPS Proposal Handling Tool - Phase 2 interface. The header includes the CHEOPS logo and the title "CHEOPS Proposal Handling Tool - Phase 2 -". Below the header is a navigation bar with links: "Target and Programme Information", "Exposure Time Calculator", "Programmes" (highlighted), "My profile (Fritz Zwicky)", and "Log Out".

The main section is titled "Programmes". It includes a search bar, a "Showing 1 to 2 of 2 entries" indicator, and a table of programmes. The table has columns: Type, ID, Title, PI, Co-Investigator, Observation Request(s), Status, Creation Date, Latest Submission Date, and Actions. The "Actions" column for the first entry is circled in blue, showing a pencil icon and a submit icon.

Type	ID	Title	PI	Co-Investigator	Observation Request(s)	Status	Creation Date	Latest Submission Date	Actions
Guest Observer(24)	9999	What if the Kepler field were visible	Fritz Zwicky Fritz.zwicky@dunkleMaterie.ch		0/4	draft	2024-03-13 15:03:14		 
Director's Discretionary Time(44)	9999	This Kepler target is actually on of the few visible one, but too faint for CHEOPS...	Alexis Heitzmann Alexis.Heitzmann@unige.ch	Fritz Zwicky	0	draft	2024-03-13 15:26:30		

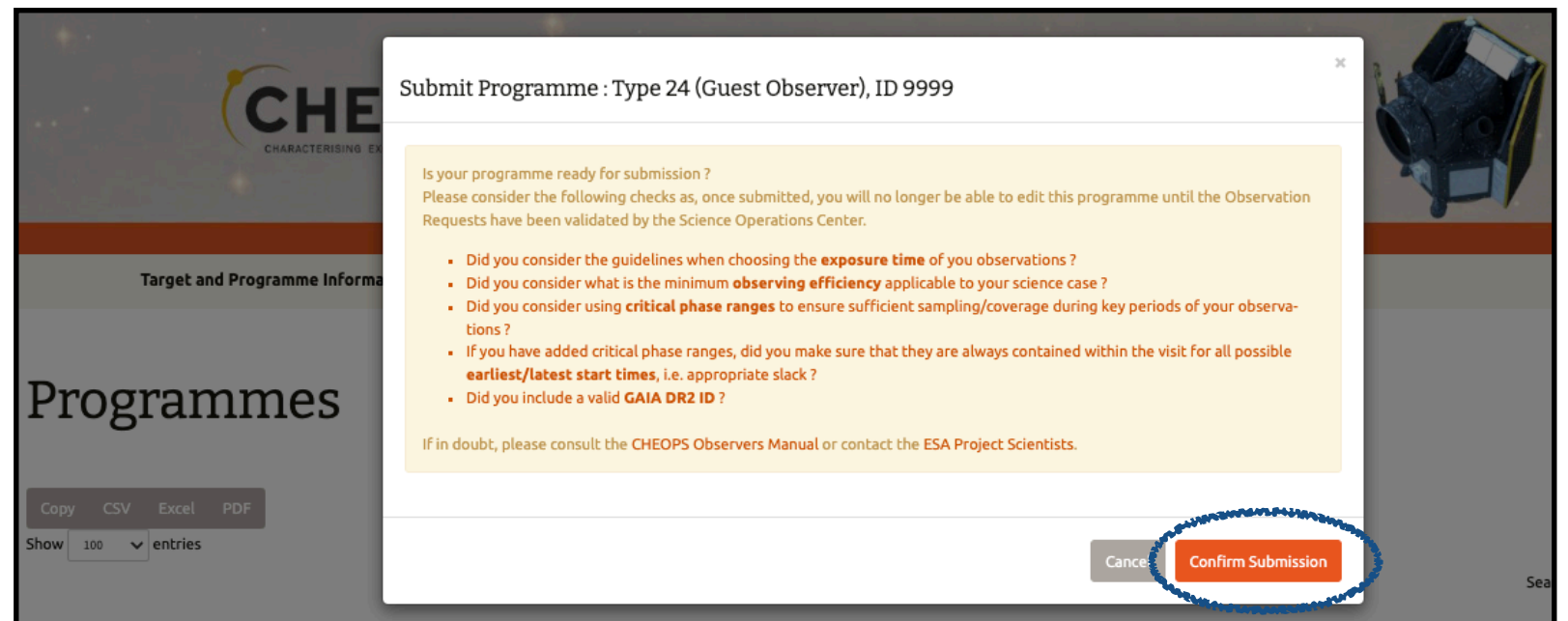
At the bottom of the interface, there are links for "ETC Help" and "Release note", and logos for "esa" and "UNIVERSITÉ DE GENÈVE".

# Proposal Handling Tool Phase II

## PHT2 Guidelines

### Submit your programme




Programmes that you own can be submitted with the  icon.



**Only submit your programme if it is complete**

You cannot modify your programme or observation requests after it is submitted!

Date of submission is recorded. Status changes to "Submitted".

	Type	ID	Title	PI	Co-Investigator	Observation Request(s)	Status	Creation Date	Latest Submission Date	Actions
	Guest Observer(24)	9999	What if the Kepler field were visible	Fritz Zwicky Fritz.zwicky@dunkleMaterie.ch		0/4	submitted	2024-03-13 15:03:14	2024-03-13 17:35:03	
	Director's Discretionary Time(44)	9999	This Kepler target is actually on of the few visible one, but too faint for CHEOPS...	Alexis Heitzmann Alexis.Heitzmann@unige.ch	Fritz Zwicky	0	draft	2024-03-13 15:26:30		

Note: The  icon allows you to modify only the Title, Abstrait and Description of Observations



# Proposal Handling Tool Phase II

## PHT2 Guidelines

### Submit your programme

Observation requests are in status “submitted”. They cannot be edited anymore.

Observation Requests

Programme :

What if the Kepler field were visible

Type :

Guest Observer(24)

ID :

9999

Copy

CSV

Excel

Show

100

entries

Search:

Showing 1 to 4 of 4 entries

	Observation Category	Observation Request Id	Comment	OR Groups	Target Name	Right Ascension [Ep. = J2000]	Declination [Ep. = J2000]	Priority	Number Of Visits	Visit Duration [CHEOPS Orbit] (1 Orbit = 98.77 Minutes)	Status	Actions
	Time Critical	0006	Private comment, for your own records or for informing the SOC about specificities of the observing strategy (does not preclude the full definition of the observation in the OR fields below)	(PR249999_TG0004)	Kepler-452	296.003690	44.27754	1	1	5.50	submitted	
	Time Critical	0005	Private comment, for your own records or for informing the SOC about specificities of the observing strategy (does not preclude the full definition of the observation in the OR fields below)		Kepler-442	295.366559	39.28006	1	1	10.00	submitted	
	Time Critical	0004	Private comment, for your own records or for informing the SOC about specificities of the observing strategy (does not preclude the full definition of the observation in the OR fields below)	(PR249999_TG0006)	Kepler-452	296.003690	44.27754	1	1	10.00	submitted	
	Time Critical	0003	Private comment, for your own records or for informing the SOC about specificities of the observing strategy (does not preclude the full definition of the observation in the OR fields below)		Kepler-186	298.652720	43.95500	1	1	10.00	submitted	

First

Previous

1

Next

Last

Close

# Proposal Handling Tool Phase II

## PHT2 Guidelines

You will be notified by email if/when your targets are scheduled for observations, typically a few days before the actual observations are executed.

You will receive another email when your data are available on the CHEOPS archive for you to download.