

# The Proposal Evaluation Interface

**OPC Meeting and LP Feedback – For OPC Chair**

**Observing Programmes Office - European Southern Observatory - May 2023**

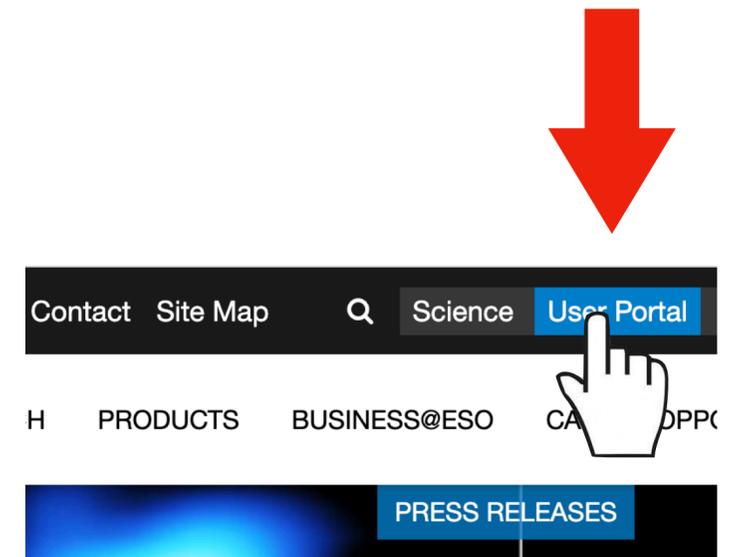


# General information

- For a general introduction on the OPC meeting and its procedures, please carefully read [these guidelines](#).
- If you are joining the meeting remotely, make sure you have the link for connecting online via the MS-Team platform. You should have received a message with the relevant information.
- For the Large Programme voting procedures, [refer to this link](#).
- If you have questions and/or doubts, please do not hesitate to contact us at [opo@eso.org](mailto:opo@eso.org).

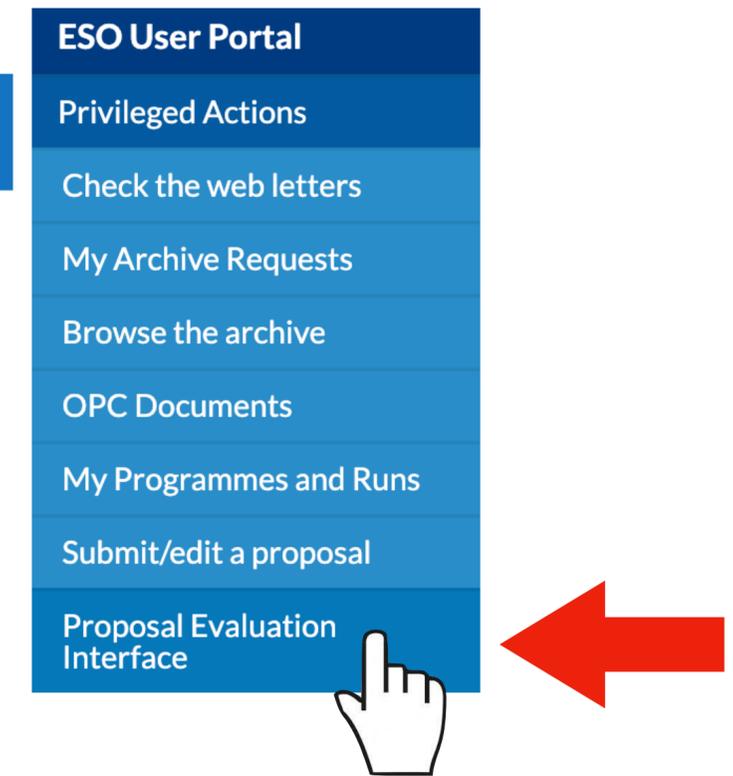
# Accessing PEI

- Go to the [User Portal](#) and enter your credentials
- Select [Proposal Evaluation Interface](#) from the left menu
- Select the Current Review.

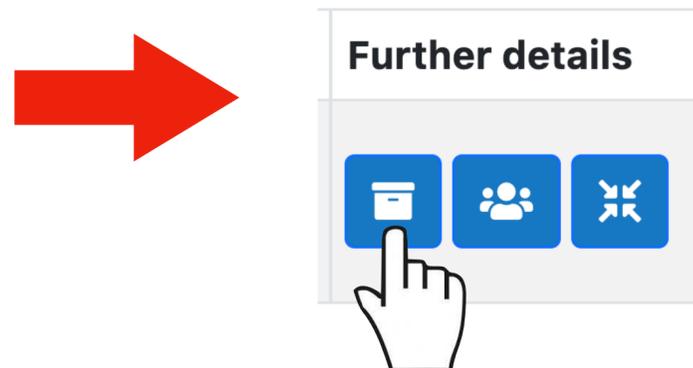


## Panel review

Science category	Panel	Period	Review call	My role	Reference person	Review state	Further details
Cosmology and the intergalactic medium	A1	106	P106	Panel chair	OPC chair: G. Galilei	Proposals grading	



- Click on the “Go to proposals icon”



# Large Programmes navigation/1

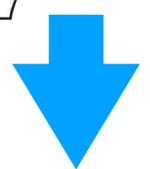
## Review details

Science category	Panel	Period	Review call	My role	Reference person	Review state
No science category	No panel	106	Cycle P106	OPC chair <b>OPC</b>	OPC chair:	Proposals grading

**All Large proposals** **NP** Not Promoted LPs  LPs voting



**All Large proposals** **NP** Not Promoted LPs  LPs voting



Overview table of all LPs submitted in the given period



LPs Not Promoted for discussion at the OPC meeting



LP voting interface

# Large Programmes navigation/2

All Large proposals
 Not Promoted LPs
 LPs voting

- At the start of the voting session, all promoted LPs will be flagged **To be performed**
- Not promoted LPs are always flagged as **Not Applicable**

## Large proposals overview

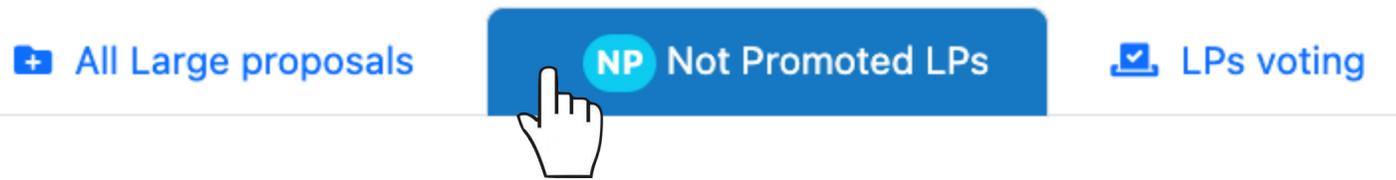
Export csv

These are the only possible actions in this overview table, i.e. open/download the rationale or the full PDF of the proposals (also available from the *LPs voting* tab).

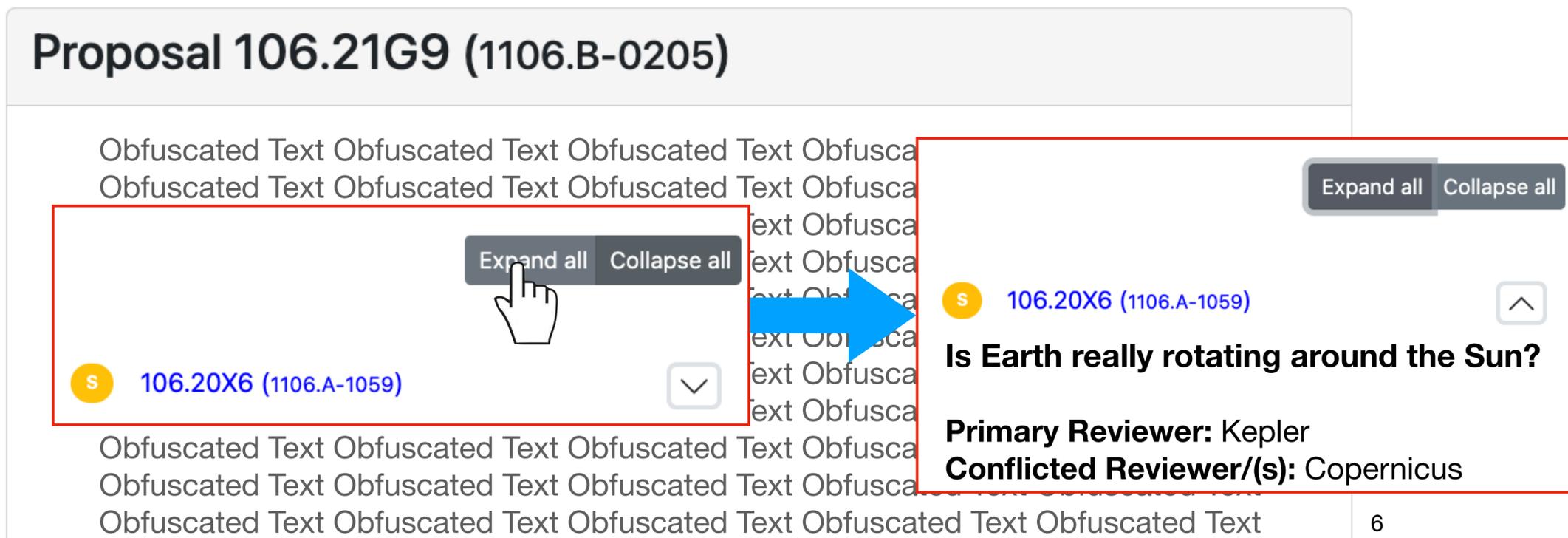
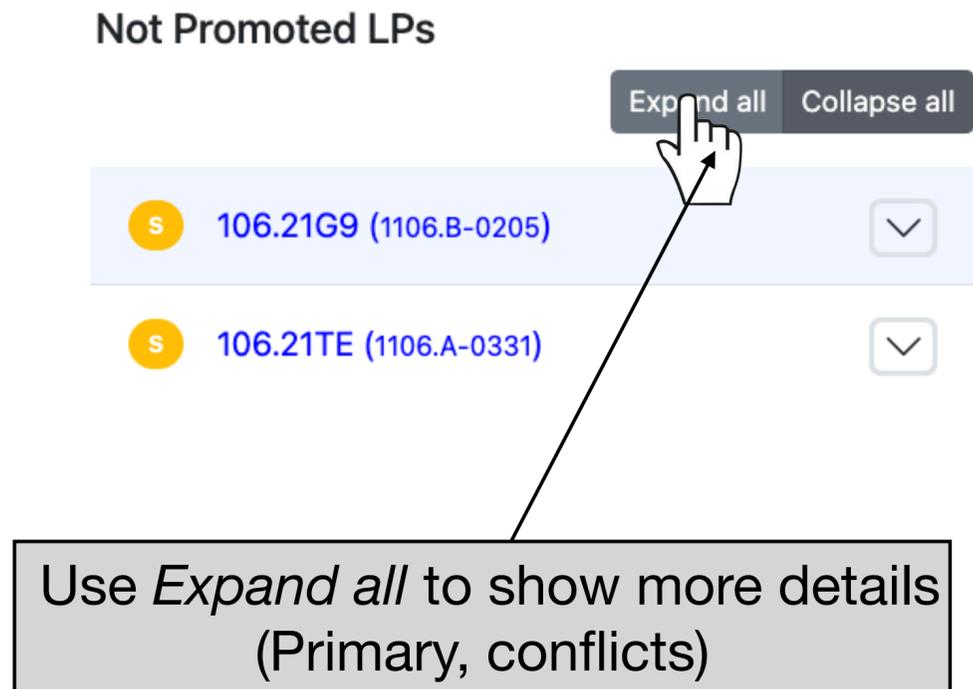
Clear filters
Expand all
Collapse all

Proposal ID	Primary reviewer	My assignment	Conflicted	Scientific keywords	Title	Rationale	Proposal PDF	Instrument(s)	Voting status
--Filter by te:	--Filter by text--	--Select assign	--Filter by text--	--Select category--	--Filter by text--			--Filter by text--	--Select stat
106.21G9 (1106.B-0205) 	Kepler	Secondary	No	galaxies: active   galaxies: interactions   galaxies: Seyfert	The Nuclear Regions of Nearby Major Galaxy Mergers across the Merger Sequence using MUSE NFM			• MUSE	Not Applicable
106.21AT (1106.A-0566)	Galilei	Secondary	No	galaxies: clusters   methods   galaxies: photometry	VSPT			• VIRCAM	<b>To be performed</b>

# Large Programmes navigation/3



- This tab is there for information only.
- It provides information on the Not Promoted LPs, which will not be discussed at the meeting. These LPs are formally rejected.



# Large Programmes navigation/4



+ All Large proposals

NP Not Promoted LPs

LPs voting



- This tab is the one you will be using the most during the OPC meeting.
- It gives you access to all relevant information for all promoted LPs.
- It allows you to open/close the voting and to cast your own vote (Yes/No/Abstain) for each individual promoted LP.

## Vote evaluations

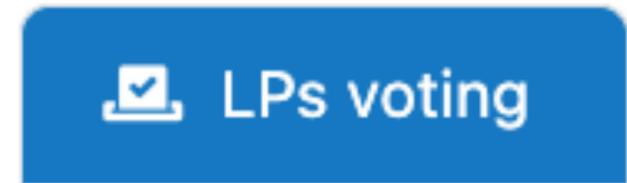
Expand all Collapse all

	<a href="#">106.20X6 (1106.A-1059)</a>	<input type="checkbox"/>
	<a href="#">106.210U (1106.A-0404)</a>	<input type="checkbox"/>

Click the proposal id to see more details and continue to work on your evaluation notes



# Opening the LP voting



- After the presentation by the Primary reviewer and the discussion by the whole OPC, you can open the voting for the given LP.
- Click on the selected programme ID on the left list.
- Push the **Vote** button to open the voting.

106.20X6 (1106.A-1059)

Is Earth really rotating around the Sun?

Primary Reviewer: Kepler



Vote evaluations

Display voting results

Go to voting

Expand all Collapse all

106.20X6 (1106.A-1059)

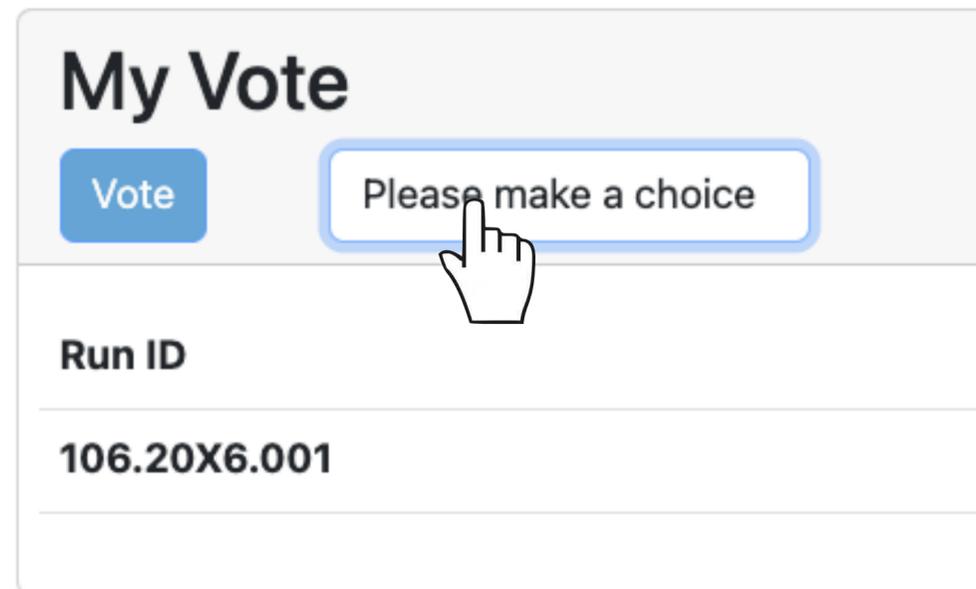
### Actions for OPC Chair

Galilei	Kepler	Tycho	Copernicus
To be performed	To be performed	To be performed	To be performed

# Large Programmes Voting/1

 LPs voting

- The proposal being voted is flagged in the left list of LPs as 106.20X6 (1106.A-1059) **Voting**
- Go to the voting box on the right.
- Make your choice (Yes/No/Abstain).



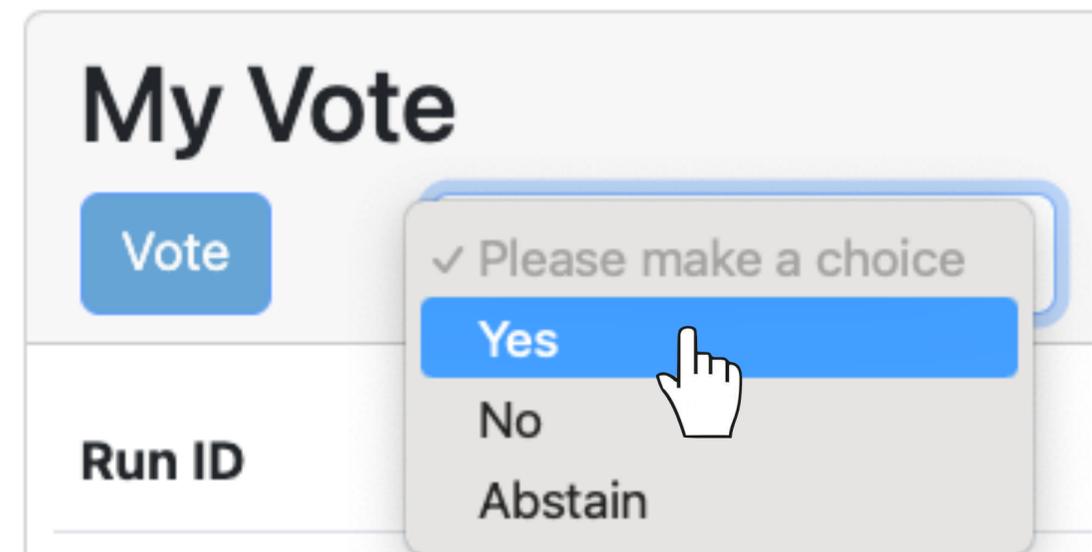
**My Vote**

[Vote](#) Please make a choice

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Run ID

106.20X6.001



**My Vote**

[Vote](#)

✓ Please make a choice

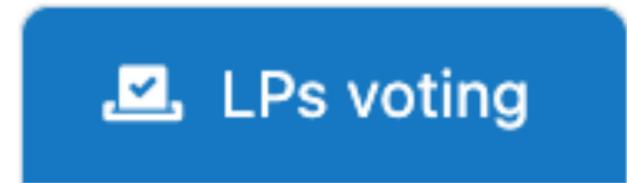
**Yes**

No

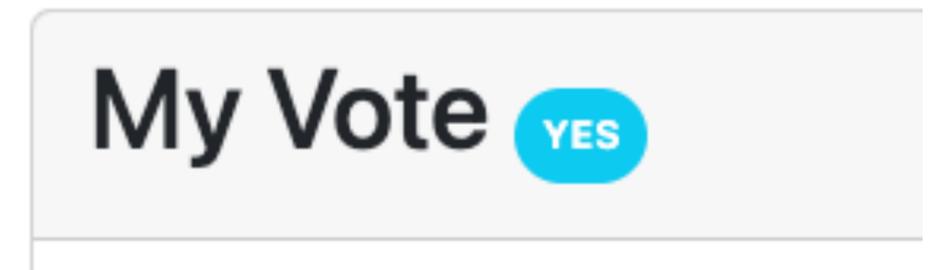
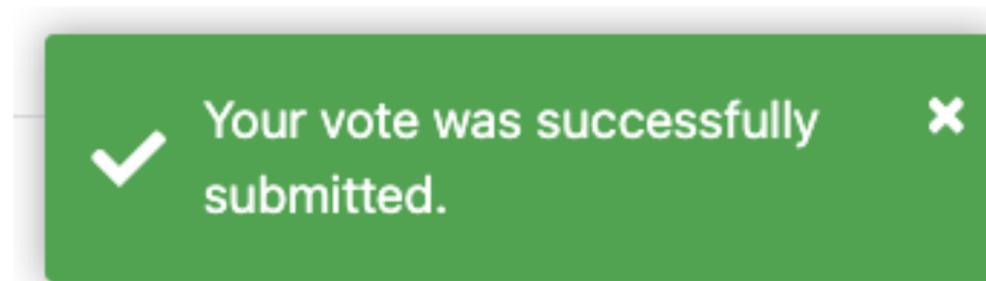
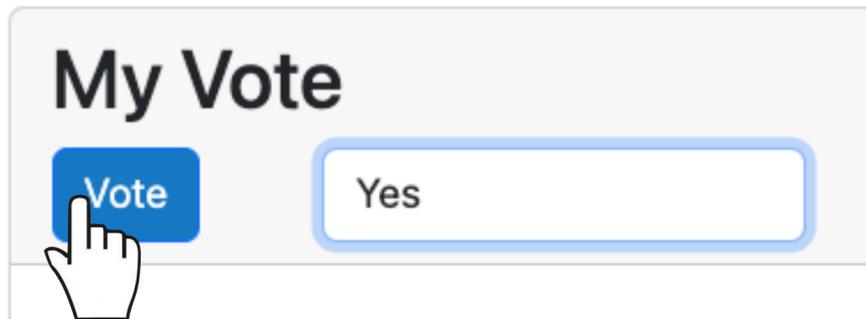
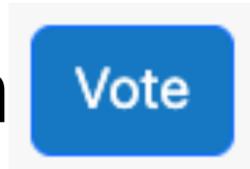
Abstain

Run ID

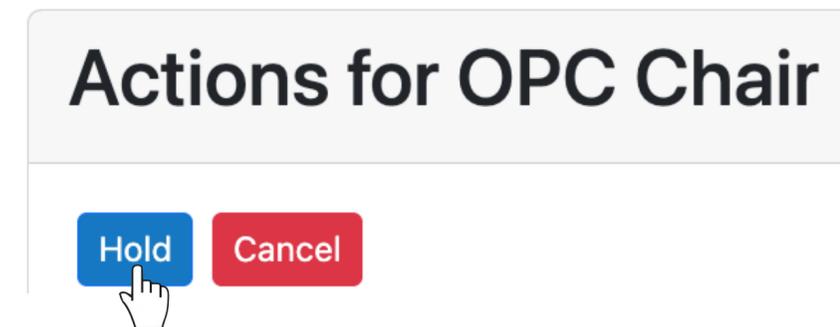
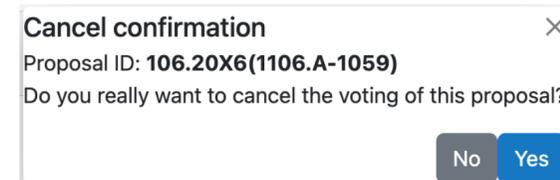
# Large Programmes Voting/2



- After making sure that you have selected the proper vote, push



- A confirmation message will pop up.
- In case of need you can put the vote on **Hold** or **Cancel** the vote.
- To resume a vote on hold, click the **Resume** button.



# Closing the LP voting session

- You can monitor the voting progress.

Actions for OPC Chair

Close



<p><b>S</b> Galilei</p> <hr/> <p>To be performed</p>	<p><b>S</b> Kepler</p> <hr/> <p>Voted</p>	<p><b>P</b> Tycho</p> <hr/> <p>Voted</p>	<p><b>S</b> Copernicus</p> <hr/> <p>Voted</p>
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- Once all OPC members have voted you can **Close** the voting session.
- Voted LPs will be flagged as **Done** on the left list of LPs.
- Repeat the steps for all LPs in the list.

**S** 106.20X6 (1106.A-1059) **Done**

# LP Voting Results/1



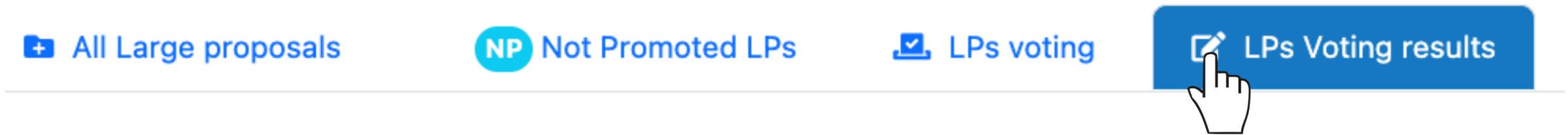
- Once all LPs have been voted, you will be able to make the overall voting results visible to the OPC directly in PEI.



- For this click the **Display voting results** button.



- A new tab **LPs Voting results** will appear in the upper bar.



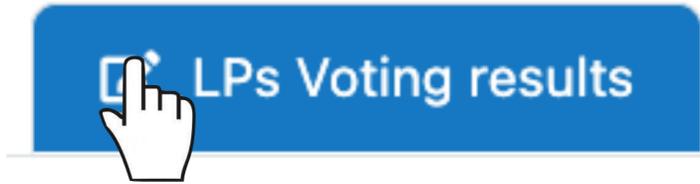
- Click on it to access the voting results.

Voting results

		Yes	No	Abstain	Recommendation	Validity ratio
106.BACH	Is Earth really rotating around the Sun?					
106.21AT	VSPT	16	0	0	Approve	1

Sort in descending order

# LP Voting Results/2



- For each voted LP the list reports the number of Yes, No and Abstentions.
- These values **are not displayed** in all cases in which your are conflicted.
- The list also reports the formal recommendation (Approve/Reject). A programme is recommended for approval if the number of Y is larger than the number of N, and if the validity ratio is  $\geq 2/3$ .

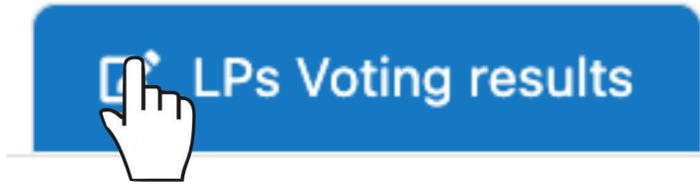
Yes ▼	No ◆	Abstain ◆
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Yes ▼	No ◆	Abstain
Conflict	Conflict	Conflict

Yes ▼	No ◆	Abstain ◆	Recommendation ◆	Validity ratio ◆
17	0	0	Approve	1
0	15	0	Reject	1

$$\text{Validity ratio} = \frac{n(Y) + n(N)}{n(Y) + n(N) + n(A)}$$

# LP Voting Results/3



- If the validity ratio is  $< 2/3$ , the vote will be automatically flagged as invalid. The case will need to be rediscussed and voted again.
- For more details on the voting policy, [refer to the guidelines](#).

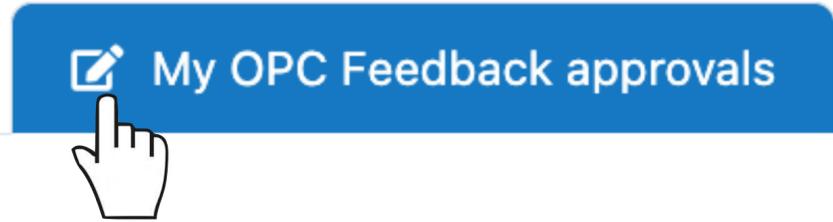
PANEL OPC

All Large proposals NP Not Promoted LPs LPs voting LPs Voting results

### Voting results

Proposal ID	Title	Yes	No	Abstain	Recommendation	Validity ratio
106		Conflict	Conflict	Conflict	Approve	Conflict
106		2	15	0	Reject	1
106		16	0	0	Approve	1
106		15	2	0	Approve	1
106		17	0	0	Approve	1
106		5	12	0	Reject	1
106		8	7	0	Approve	1
106		10	4	0	Approve	1
106		9	6	0	Approve	1

# LP Feedback approval/1



- Once the OPC meeting is over the OPC members can finalise their evaluations, which you will have to review and approve.

- For this, click on the tab

- On the left you will get the complete list of LPs submitted in the given cycle.

- The LPs will be flagged according to their feedback status.

- Those which are marked as **Ready to be approved** can be reviewed by you, iterated with the Primary reviewer (when required) and finally approved.

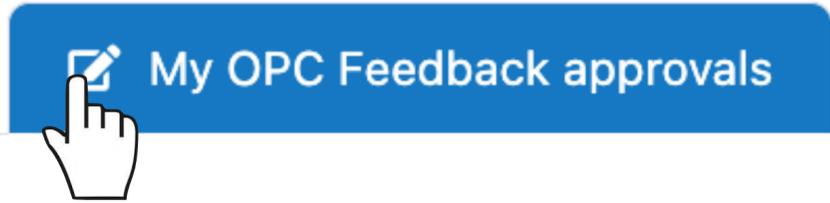
LPs evaluations to be Finalized

Comments added to 0 proposals out of 26. 0%

Expand all Collapse all

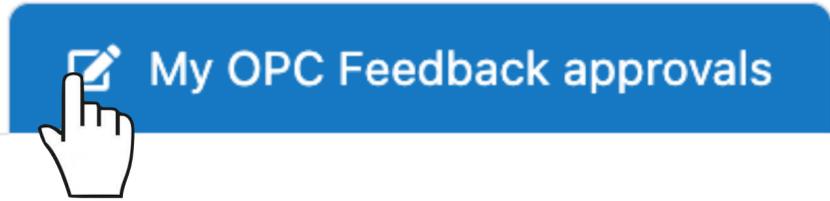
106.21B6 (1106.A-0338)	Ready to be approved	LP	▼
106.21CD (1106.D-0387)	Not submitted yet	LP	▼

# LP Feedback approval/2



- In this phase you can modify the text submitted by the Primary reviewer, even without consulting them, especially if the revisions are small and/or concern only language and style.
- The process may require a few iterations with the Primary reviewers, depending on the specific cases.
- Once you converge to a final version, you can approve the feedback. This is done using the button  (TBC).
- Repeat this step for all LPs in the list. This applies to all LPs submitted in the given semester, both Promoted and Not Promoted.

# LP Feedback approval/3



- At the end of this process you will have approved the final LP feedback, which will then be ready to be made available to the PIs of the proposals.
- Please, [check the deadline](#) to make sure the LP feedback is finalised in due course.
- This completes your activities as OPC Chair.