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## Metis planning management

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Up to a few months before the launch of Solar Orbiter, observation windows were planned to be scattered throughout the orbit and mostly concentrated during perihelia. Moreover, perihelia would have been probably dominated by high resolution instruments, with potential off-pointings not compatible with the Metis instrument. As the launch approached, the possibility arose of having a larger data volume than had been anticipated before launch, and it was decided to set up a synoptic program to allow the imagers to observe continuously. Therefore, the Metis team needed to compose a multi-person team to take care of planning observations and, consequently, to set common tools and guidelines, define a hierarchy for editing, review and approval of observational timelines, and to develop a practical and versatile tool for their creation.

This presentation describes the planning team and the tools that have been developed to undertake the delicate task of moving the planning process forward.

**Primary authors:** SASSO, Clementina (Istituto Nazionale di Astrofisica (INAF)); LANDINI, Federico (Istituto Nazionale di Astrofisica (INAF)); SUSINO, Roberto (Istituto Nazionale di Astrofisica (INAF)); ABBO, Lucia (Istituto Nazionale di Astrofisica (INAF)); FRASSATI, Federica (Istituto Nazionale di Astrofisica (INAF)); JERSE, Giovanna (Istituto Nazionale di Astrofisica (INAF)); RUSSANO, Giuliana (Istituto Nazionale di Astrofisica (INAF)); VOLPICELLI, Cosimo Antonio (Istituto Nazionale di Astrofisica (INAF)); STRAUS, Thomas; PANCRAZZI, Maurizio (Istituto Nazionale di Astrofisica (INAF)); NICOLINI, Gianalfredo (Istituto Nazionale di Astrofisica (INAF)); CASINI, Chiara; FABI, Michele; PAGANO, Paolo

**Presenter:** SASSO, Clementina (Istituto Nazionale di Astrofisica (INAF))

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