



DOCUMENT

Announcement of Opportunity for membership of the CHEOPS Science Team

Reference **SRE-CS/LC/cv.29134**
Issue **1**
Revision **0**
Date of Issue **19/09/2014**



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1 INTRODUCTION

1.1 Purpose and scope

The CHaracterising ExOPlanet Satellite (CHEOPS) is a small mission in the ESA Science Programme to be implemented in partnership with a nationally funded consortium led by Switzerland.

The present Announcement of Opportunity (AO) solicits proposals for participation in the CHEOPS mission from scientists working in the ESA Member States and not already involved in the mission. The solicited participation is under the form of membership in the CHEOPS Science Team (CST), according to the duties and rights indicated in Section 2. A maximum of five members will be appointed through the present AO.

The CHEOPS Science Management Plan (SMP) [AD-1] is an applicable document to this AO and is included in the documentation package. The SMP defines the top-level scientific management of the CHEOPS mission, and describes the respective roles of the parties involved, the data products, the data products delivery scheme and the data rights. Interested parties are referred to it for further details on the mission and the context of the CST activities.

The schedule for this AO cycle is given in Table 1.

Table 1: AO schedule and deadlines

Date	Event
September 19, 2014	Release of this AO
October 22, 2014 – noon	Proposals due
January 2015	Appointment of successful proposers

1.2 Applicable and reference documents

1.2.1 *Applicable:*

AD-1: CHEOPS Science Management Plan; ESA/SPC(2013)33

1.2.2 *Reference:*

RD-1: CHEOPS Definition Study Report; ESA/SRE(2013)7

1.3 Mission summary and CST tasks

A mission summary is included in Section 2 of the SMP [AD-1]. The responsibilities and tasks of the CST are described in Section 3.2.2 of the SMP [AD-1].



2 APPOINTMENT REQUIREMENTS AND CONDITIONS

As indicated in Section 4.1 of the SMP [AD-1], this AO for membership in the CST is open to scientists affiliated with institutions located within the ESA Member States. Scientists whose institutional affiliation would allow access to the CHEOPS core observing proprietary data through other channels are not eligible for the participation in this AO. Current members of the CHEOPS science team are listed in Annex 1, along with their institutional affiliations.

The submitted proposals should demonstrate the candidate's expertise in the CHEOPS core science field described in the science objectives chapter of the Definition Study Report [RD-1]. The candidates should state their time commitment to the CST activities and their willingness to take up specific and time-limited tasks as assigned by the CST. The proposals should also include the explicit endorsement and support from the head of the applicant's Institution to their application.

The successful candidates will be appointed as CST members by the Director of Science and Robotic Exploration, after consultation with the CHEOPS Principal Investigator (PI), for an initial period of four years, renewable throughout the duration of the mission. Each ESA-selected CST member will be required to submit a short annual report of his/her CHEOPS related activities to the ESA Coordinator for the Science Programme. At the end of each four-year period, the Director of Science and Robotic Exploration will decide whether to extend the appointment for a further four (TBC) years period, potentially until the end of the CHEOPS mission. This will be decided in consultation with the CHEOPS PI. Should an ESA-appointed CST member position become vacant, it will be filled by competitive selection via a new AO process.

The ESA-appointed scientists in the CST will be full members of the CST with the same rights and responsibilities as the members appointed by the CHEOPS Mission Consortium (CMC). Their appointment is *ad personam*.

The CST advises the CHEOPS PI as described in Section 3.2.2 of the SMP [AD-1]. CST members, based on their expertise, are expected to contribute to several of the following tasks:

- Revision of science requirements
- Definition of the core observing programme with the aim to fulfill the core scientific objectives
- Definition and implementation of observation and calibration strategies
- Processing and analysis of the data
- Definition of data products
- Assessment of quality of the data products to be released to the general community
- Scientific exploitation of the data
- Definition and implementation of publication rules inside the CMC
- Contribution to public outreach, communication, and education activities



- Monitoring of the mission's development and operations in order to ensure the achievement of the scientific objectives
- Supporting the activities relevant to ESA reviews, production of documentation, public outreach and communication.

CST members will have proprietary access to the data in accordance with the data rights defined in Section 7 of the SMP [AD-1], and will have to follow the publication policy indicated in Section 3.2.2 of the SMP [AD-1].

The CST will meet a few times per year, either physically or via by tele/video-conference. It is expected that attendance to the CST meetings plus the relevant preparation activities will require of order of 0.2 – 0.4 FTE.

With the exception of expenses incurred while travelling to CST meetings (maximum of 3 meetings per year is assumed), ESA will not fund any of the selected candidates' activities related to the present appointment. Candidates should clearly state in their proposal the source of their funding for participating to the activities implied by their membership.

3 CONTENTS OF THE PROPOSAL

Proposals submitted in response to the AO are limited in length to 13 A4 pages (minimum font size 11 pt), and must contain the following information:

- A cover letter stating the proposer's name and affiliation and explicitly mentioning the proposer's title, position, institute, address, telephone number and e-mail address (max. 1 page).
- A brief curriculum vitae also including the 10 most relevant publications (max. 2 pages).
- A description of the scientific and technical expertise relevant to the CHEOPS science objectives described in the CHEOPS Definition Study Report [RD-1] (max. 4 pages).
- A description of the scientific and technical areas of particular interest with respect to the CST tasks listed in the previous section (see also section 3.2.2 of the SMP [AD-1]), as well as a statement concerning the time availability (max. 4 pages).
- A statement listing the institutional and/or national resources currently or potentially available to the proposer in support of his/her activities in the CST (max. 1 page).
- A letter, signed by the proposer's head of institute, with the explicit endorsement and support to the proposer's application (max. 1 page).

4 EVALUATION CRITERIA

The following specific criteria will be used (in no particular order) in assessing and evaluating individual proposals:

- Candidate's competence and experience relative to the CHEOPS science objectives and the tasks of the CST.



- The level to which the proposal addresses the responsibilities and requirements relative to membership in the CST.
- Adequacy of the time that the candidate intends to devote to activities related to the CST.
- Adequacy of resources available to the candidate to carry out activities related to the CST.

5 PROPOSAL SUBMISSION

Proposals shall be submitted electronically in PDF format to the following e-mail address:

CheopsSTcall@cosmos.esa.int

and must be received not later than:

22 October 2014 at 12:00 (noon) Central European Summer Time

Proposers will receive confirmation upon successful receipt of their proposals. Further queries should be addressed to:

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ACRONYMS

AD	Applicable Document
AO	Announcement of Opportunity
CHEOPS	CHaracterising ExOPlanet Satellite
CMC	CHEOPS Mission Consortium
CST	CHEOPS Science Team
ESA	European Space Agency
PI	Principal Investigator
RD	Reference Document
SMP	Science Management Plan
SPC	Science Programme Committee
SRE	Science and Robotic Exploration Directorate



ANNEX 1

CST Member

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Université de Liège

Universität Wien

Universität Bern

Konkoly Obszervatórium

Institut für Weltraumforschung

Université de Genève

Eidgenössische Technische Hochschule Zürich

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INAF Osservatorio Astronomico di Padova

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