



DOCUMENT

2nd Announcement of Opportunity for membership of the CHEOPS Science Team

Reference	SRE-CS/LC/29395
Issue	I1
Revision	0
Date of Issue	07/09/2015



Table of contents:

1	INTRODUCTION	3
1.1	Purpose and scope	3
1.2	Documentation package.....	3
2	APPOINTMENT REQUIREMENTS AND CONDITIONS	4
3	CONTENTS OF THE PROPOSAL	5
4	EVALUATION CRITERIA	5
5	LETTER OF INTENT	6
6	PROPOSAL SUBMISSION	6
	ACRONYMS	8
	ANNEX 1	9



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 through membership of the CHEOPS Science Team (CST), according to the duties and rights indicated in Section 2. A first Announcement of Opportunity was issued in September 2014, resulting in the appointment of three scientists. A maximum of two additional members will be appointed through the present AO.

The CHEOPS Science Management Plan (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 SMP is included in the documentation package.

A summary description of the CHEOPS mission is included in Section 2 of the SMP. The responsibilities and tasks of the CST are described in Section 3.2.2 of the SMP.

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

Table 1: AO schedule and deadlines

Date	Event
September 7, 2015	Release of this AO
October 20, 2015 – 12:00 CEST (noon)	Mandatory Letters of Intent due
November 18, 2015 – 12:00 CET (noon)	Proposals due
January 2016	Planned appointment of successful proposers

1.2 Documentation package

- CHEOPS Science Management Plan; ESA/SPC(2013)33
- CHEOPS Definition Study Report; ESA/SRE(2013)7



2 APPOINTMENT REQUIREMENTS AND CONDITIONS

As indicated in Section 4.1 of the SMP, 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 CST are listed in Annex 1, along with their institutional affiliations.

Submitted proposals should demonstrate the relevance of the candidate's expertise to the CHEOPS core science fields described in the science objectives chapter (Section 2) of the Definition Study Report (included in the documentation package), and detail explicitly in which areas the candidate proposes to contribute to the activities of the CST. Considering the present composition of the CST, preference will be given to candidates with demonstrated experience and expertise in the analysis of exoplanet data obtained from either ground- or space-based observatories. The candidates should state the time that they would commit to the CST activities and their willingness to take up specific and time-limited tasks as assigned within the CST. The proposals should also include the explicit endorsement and support from the head of the applicant's Institution to their application.

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 ESA. At the end of each appointment 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. The decision to extend the appointment will be taken 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. 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 of the CHEOPS core observing programme, in accordance with the data rights defined in Section 7 of the SMP, and will have to follow the publication policy indicated in Section 3.2.2 of the SMP.

The CST will meet a few times per year, either physically or via 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 (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), as well as a statement detailing the amount of time that will be dedicated to CHEOPS activities (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. In the evaluation, preference will be given to candidates with experience and expertise in the analysis of exoplanet data obtained from either ground- or space-based observatories.
- 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 LETTER OF INTENT

A Letter of Intent (LOI) to propose is **mandatory** and must be submitted by the date indicated in Table 1.

The LOI must be limited in length to 2 A4 pages (minimum font size 11 pt) and must contain proposer's name and affiliation and a tentative title of the proposal. The LOI must explicitly mention the proposer's title, position, institute, address, telephone number and e-mail address.

The LOI must be submitted electronically in PDF format to the following e-mail address:

CheopsSTcall@cosmos.esa.int

Proposers will receive confirmation upon successful receipt of their LOI.

6 PROPOSAL SUBMISSION

Proposals not preceded by a Letter of Intent submitted according to the indications in Section 5 will be rejected.

The Proposals must be submitted by the date indicated in Table 1.

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

CheopsSTcall@cosmos.esa.int

Proposers will receive confirmation upon successful receipt of their proposals.



Further queries should be addressed to:

Luigi Colangeli
Head of the Coordination Office for the Scientific Programme
ESA/ESTEC (SRE-CS)
P.O. Box 299
2200 AG Noordwijk
The Netherlands
e-mail: Luigi.Colangeli@esa.int



ACRONYMS

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

ANNEX 1

CST Member	Affiliation
Yann Alibert	Universität Bern
Roi Alonso	Instituto de Astrofísica de Canarias
David Barrado y Navascués	Centro de Astrobiología INTA-CSIC
François Bouchy	Laboratoire d'Astrophysique de Marseille
Alexis Brandeker	Stockholms Universitet
Juan Cabrera	DLR Institut für Planetenforschung
Sebastien Charnoz	Université Paris 7, CEA Saclay
Andrew Collier Cameron	University of St. Andrews
Anders Erikson	DLR Institut für Planetenforschung
Luca Fossati	Universität Graz
Davide Gandolfi	Università degli Studi di Torino
Michaël Gillon	Université de Liège
Manuel Güdel	Universität Wien
Kevin Heng	Universität Bern
Jacques Laskar	Observatoire de Paris
Christophe Lovis	Université de Genève
Michael R. Meyer	Eidgenössische Technische Hochschule Zürich
Isabella Pagano	INAF Osservatorio Astrofisico di Catania
Giampaolo Piotto	Università degli Studi di Padova
Didier Queloz	Université de Genève
Roberto Ragazzoni	INAF Osservatorio Astronomico di Padova
Ignasi Ribas	Institut de Ciències de l'Espai, Barcelona
Sérgio Sousa	Centro de Astrofísica da Universidade do Porto
Tilman Spohn	DLR Institut für Planetenforschung
Gyula Szabó	Konkoly Obszervatórium
Valérie Van Grootel	Université de Liège