

## TRUTHS Mission Advisory Group

### Terms of Reference

The TRUTHS Mission Advisory Group (MAG) is tasked to support the Directorate for Earth Observation Programmes during Phases A to B1.

1. The group will provide support and advice on:
  - TRUTHS mission objectives and requirements of the user community, to be defined in the Mission Requirements Document (MRD),
  - Identification of the primary operational mission requirements that shall be fulfilled by TRUTHS, as well as secondary target objectives,
  - Compatibility between TRUTHS system specifications with mission objectives and requirements identified in the MRD,
  - TRUTHS instruments' calibration,
  - Specification of TRUTHS Level 1 & 2 products, their interfaces, quality requirements, quality indicators (error and uncertainty estimation), technical requirements for archiving and dissemination and their fitness for purpose against the mission requirements,
  - Study requirements and campaign requirements for the TRUTHS mission including retrieval algorithms, end-to-end product calibration/validation and quality indicator verification and validation,
  - Advancing the scientific readiness of the TRUTHS mission concept to SRL 5,
  - Promoting the TRUTHS mission using presentations and publications.
2. The Group shall provide support in strengthening the link to the international user communities and their representing Agencies, and support the promotion of the mission, e.g. by means of scientific publications, presentations, and the internet.
3. Members may be asked occasionally to help generating documentation addressing specific topics
4. The TRUTHS MAG will meet on an ad hoc basis up to four (4) times a year at ESA ESTEC. Membership and the terms of reference shall be periodically reviewed.
5. Membership of the group is not supported by consultancy contracts, though the Agency will cover necessary travel and subsistence\*. Exceptions may occur when specific tasks require particular effort or when members are involved in specific study contracts.\*\*
6. A member of the Group cannot be a member of, advisor to, or consultant to, any industrial consortium awarded study contracts run by the Agency for the TRUTHS mission.
7. A member of the Group shall be independent from ESA Advisory Boards to Earth Observation Programmes, which comprise Member State Delegates (e.g. Programme Board for Earth Observation, and the Data Operations, Scientific and Technical Advisory Group). Members shall not be Delegates nor attend formal ESA Board Meetings as Advisors to Member State Delegations.

8. Members of the Group shall sign a non-disclosure understanding to safeguard proprietary information and intellectual property.
9. Communications, Press Releases, and Publications material concerning the TRUTHS mission shall be discussed and agreed with the Agency prior to release.
10. Terms of Reference and Membership will be reviewed at the end of the period of tenure.

**\*Subsistence Allowance & Responsibilities of the Agency**

*The subsistence allowance (Group II per diem), as paid by the Agency shall be deemed to cover all out-of-pocket expenditure, during the relevant period, with the exception of travel expenses. These allowances shall be deemed to cover expenditure such as meals and hotels. ESA assumes no responsibility, or obligation, refund expenses such as personal insurance, medical expenses, and travel documents (except visa). In the absence of submission of the relevant invoice concerning the hotel (or other official or commercial accommodation), the daily subsistence allowance shall be reduced by 50%. The Agency shall only reimburse travel expenses and subsistence to a bank account held in the name of the attendee of a meeting and not to the bank account of his/her institute or company. Travel expenditure and subsistence shall not be paid to those people who have a non-exchange of funds (NEF) agreement with the Agency.*

*\*\* In the case of instances where ESA study contract and MAG meetings take place on consecutive days, the ESA study contract reimbursement rules shall take precedence. Subsistence, if due, will be paid for the days of the MAG meeting only.*