

Candidate Earth Explorer 10 - Harmony Mission Advisory Group (MAG)

Terms of Reference

1. To provide advice on:

- Scientific needs of the user community;
- Formulation of the detailed scientific aim and objectives of the mission;
- Translation of mission aim and objectives into observation requirements (including advice on implementation trade-offs);
- Data product requirements, specifications and product quality indicators (error and uncertainty estimation);
- Data quality requirements for the Level-1/Level-2 interface;
- Geophysical algorithms from Level-1 to Level-2 that support the mission aim and objectives;
- Instrument calibration aspects (on-ground/in-orbit);
- Geophysical validation of mission products;
- Scientific study and campaign needs for the advancement of the underlying science, including the development of calibration/validation schemes;
- Scope and content of scientific studies required to clarify the scientific benefits of the mission.

2. Members are requested to support and contribute to the drafting of documentation and material to be used by the Agency for the purpose of mission selection.
3. 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 by means of scientific publications, presentations, and the World Wide Web (WWW).
4. The MAG will typically meet on an ad-hoc basis up to four times a year throughout Phase A/B1. Membership and the terms of reference will be reviewed at the end of Phase A/B1 activities.
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 scientific study contracts**.
6. A member of the group cannot be a member of, or consultant to, any industrial consortium awarded the Phase A/B1 industrial study contracts being run by the Agency for this 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) and the Advisory Committee for Earth Observation. Members shall not be Delegates or engaged in an advisory capacity to Member State Delegations.
8. Members of the Group shall sign a non-disclosure agreement to safeguard proprietary information and intellectual property.
9. Communications, press releases and publication material concerning the Candidate Earth Explorer Mission shall be discussed and agreed with the Agency prior to release.

***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 study contract and MAG meetings take place on consecutive days, the ESA study contract reimbursement rules shall take precedence. Although subsistence, if due, will be paid for the days of the MAG meeting.