

FORUM Mission Advisory Group General

Terms of Reference

The FORUM Mission Advisory Group (MAG) is tasked to support the Directorate for Earth Observation Programmes during Phases D to E1.

1. The Agency looks to the FORUM Mission Advisory Group for support and advice on:
 - Scientific needs of the user community,
 - FORUM instrument on-ground and in-orbit calibration,
 - Evolution of FORUM 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,
 - Needs for scientific study and campaign for the FORUM mission including retrieval algorithms, end-to-end product calibration/validation and quality indicator verification and validation,
 - Needs for FORUM calibration and validation activities (announcement of opportunity for Cal/Val), and definition of data quality goals and validation requirements for the Commissioning Phase and during mission exploitation phase.
 - Advancing the scientific readiness of the FORUM mission concept to SRL 6 and beyond,
 - Scientific material supporting the mission reviews,
 - Exploiting the FORUM mission concept beyond its original scientific objectives,
2. Members may be asked occasionally to help generate documentation addressing specific topics.
3. The FORUM MAG shall provide support in strengthening the link to international and national user communities, organisations, and agencies, and support the promotion of the mission, e.g. by means of scientific publications and presentations.
4. The FORUM MAG will meet on an *ad hoc* basis up to four times a year. 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 FORUM 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 or engaged in an advisory capacity to Member State Delegations.
8. Members of the Group shall not disclose proprietary information and intellectual property. Members are requested to sign a dedicated non-disclosure agreement. Communications, Press Releases, and Publications material concerning the FORUM 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, to 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 MAG members 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. Only subsistence, if due, will be paid for the days of the MAG meeting.*