



DOCUMENT

Announcement of Opportunity for membership of the CHEOPS Science Team

Reference	ESA-SCI-C-AO-010
Issue	2
Revision	0
Status	Issued
Date of Issue	20/07/2023

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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, implemented in partnership with a nationally funded consortium led by Switzerland. CHEOPS was successfully launched on 18 December 2019, with the end of the nominal science operations phase occurring on 24 September 2023. A first extension to the mission operations to 31 December 2026 has been confirmed and an indicative second extension to end-2029 has also been given.

The present Announcement of Opportunity (AO) solicits proposals for participation in the CHEOPS mission, during the first mission extension period, from scientists working in 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. Each ESA-appointed member of the CST can, in addition to themselves, nominate a collaborator (see details below).

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
20 July 2023	Release of this AO
4 September 2023, 12:00 CEST (noon)	Proposals due
25 September 2023	Start of appointments 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 who have access to the CHEOPS core observing proprietary data through other channels are not eligible for the participation in this AO.

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, after consultation with the CHEOPS Principal Investigator (PI), for an initial period up to 31 December-2026 (end of mission extension period). Appointments are renewable on a 3-year basis throughout any subsequent mission extensions. Each ESA-appointed CST member will be required to submit a short annual report of their CHEOPS related activities to the ESA Project Scientist by the end of each calendar year. 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*.

Each ESA-appointed member of the CST can, in addition to themselves, nominate a collaborator to join the CST in consultation and with agreement with the ESA Project Scientist and CHEOPS Science Team. Collaborators are often early career scientists, and nominations can freely change over time with agreement of the CST.

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:

- 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
- Assessment of the quality of the data products to be released to the general community
- Scientific interpretation of the data
- Definition and implementation of publication rules inside the CMC
- Contribution to public outreach, communication, and education activities

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].

ESA-appointed CST members are expected to actively contribute to furthering the interest and accessibility of the mission for the scientific community in ESA's member states. This can include contributing to lowering the thresholds for new observers via hands-on tutorials and presenting the mission and its science results at conferences.

Early career scientists and historically under-represented groups in astronomy and space sciences are specifically encouraged to apply.

With the exception of expenses incurred while travelling to in-person CST meetings (maximum of 2 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 8 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 a selection of most relevant publications (max. 2 pages).
- A description of the scientific and technical expertise relevant to the CHEOPS science objectives, and the CST tasks listed in the previous section, as well as a statement concerning the time availability (max. 4 pages).
- 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:

<http://cosmos.esa.int/web/cheops-swt-2023>

and must be received not later than:

4 September 2023 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