



Faculty Operations Handbook of the SCI-S Science Faculty

Version 12 June 2024

1 INTRODUCTION

The purpose of this document is to describe the implementation of the SCI-S Science Faculty Charter. While the Charter defines high-level objectives and the overarching purpose of the Faculty, this document defines the procedures that fulfil these objectives and is thus an implementation document. All procedures must be linked to one or more objectives of the Charter.

The reason this document is not part of the Charter is that procedures, guidelines, and instructions can change on shorter time scales. This Operations Handbook can thus be updated or amended at any time, e.g., if circumstances change or new ideas are developed for different implementations of the Charter objectives. While the Charter can only be changed by majority of the entire Faculty, changes to this document can be made unanimously within the co-chairpersons and simple majority of the Faculty Council. This document should be reviewed and updated as deemed necessary at the start of each new mandate.

2 DEFINITIONS

The Faculty activities encompass a broad range of scientific activities that can be divided into the three categories:

1. Active research includes the scientific interpretation of data primarily but not exclusively obtained with ESA missions, as well as research on science communication, management and/or the societal impact of science. This can include the validation of theoretical predictions or discovery of new, unexpected, phenomena. It further includes theoretical work or simulations that explain serendipitous observational discoveries or make new predictions that must be testable by observations. Publishing and communicating state of the art research results in conferences and journals for the attention of experts in the same field is considered part of active research.
2. Communicating science includes the comprehensive presentation of expert scientific knowledge to a broader audience such as a more general expert audience (e.g., SCI Seminar talks) or the general public (e.g., planetarium talks).
3. Enabling science includes all activities needed to allow others to produce new knowledge. This can be teaching, supervision or mentoring of students or post-docs, the review of scientific (observing or funding) proposals, refereeing scientific publications, organizing conferences, workshop and capacity building events for the scientific community, science communication and the study of the societal impact of science, etc.

The Faculty does not put strict limits on areas of research, but any science activities that depend on funds from the SCI-S department should be within the core scientific remit of the Directorate, i.e., astrophysics, fundamental physics, heliophysics, space plasma physics, and planetary science, although it is noted that interdisciplinary research is encouraged with, e.g., data and computer science, Earth observation, chemistry, biology, climatology, etc.

3 ROLES AND RESPONSIBILITIES

This section describes the mandate and responsibilities of chairs and council members defined in Charter Section 2.2. and the privileges and responsibilities of full and associate members as defined in Charter Section 2.3.

3.1 Chair and co-chairs

To fulfil their mandate defined in Charter Section 2.3., the chair and the co-chairs are authorized for the following activities:

- Represent the Faculty to management and outside ESA (e.g., visitors)
- Constitute (but not necessarily chair) specific review committees (e.g., Fellowship applications, Research Proposals)
- Take decisions on behalf of the Faculty. They should seek endorsement by the council. In rare exceptional cases there might not be enough time to consult the council, and the co-chair(s) can then decide to move on without consulting the council, but they should later explain the grounds for their decision and collect feedback.
- The chairs should delegate responsibilities but not accountability. Thus, they can empower council members or full or associate Faculty members to act on their behalf, but they need to observe progress and success.

Consequently, their responsibilities can be summarised as follows:

- Act as sentinels, i.e., be watchful on behalf of Faculty members, provide custodianship and protection of the research environment, aim to avoid, and eliminate obstacles for Faculty members to do science, etc.
- Appoint a small council of full members that is representative of the Faculty composition. Assure that candidates for the council are available to take major responsibility, e.g., serving as chair of a committee. Chairs should attempt to appoint at least two Research Fellows and one ESA Contractor and seek balance of major research topics (see charter). The appointments should be made transparent to the faculty as much as possible.
- When taking decisions, the chairs and co-chairs should be in continuous contact with Faculty members to ensure their views are represented.
- Assure that all obligations of the Faculty are met within schedule agreed with management.
- Communicate between management and review committees the rules agreed with management and results concluded by panels.
- Keep Faculty and council members as well as management duly informed about any relevant developments. Convene at least 2 General Assemblies per year.
- The co-chairs appoint chairs from the Council for committees dedicated to each task (see below). The respective committee chairs then appoint committee members yielding a minimum number of members as appropriate to yield balanced recommendations.

3.2 Council Members

The council members have the mandate to take decisions on behalf of the Faculty. While these decisions are not binding to management, it is expected that they are followed as long as they are in line with the Faculty charter, within budget, and within the scope of the SCI Directorate objectives. Each council member can request to take votes on any initiative. The council members support the chairs with day-to-day decisions. They also control the chairs assuring decisions to be consistent with their perception of larger trends in the Faculty.

Each council member should take at least one specific responsibility such as chairing a committee, keeping track of expenses, or committed outcomes of visits, or coordinating the relationship with Academia (*e.g.*, joint student programs, scientist exchange visits, organization of scientific meetings, seminar and workshops). Council members are expected to participate in council meetings whenever possible.

3.3 Committees

Committees are small groups of full or associate faculty members focusing on one specific advisory role of the faculty. Committees do not take decision but deliver recommendations based on which management takes budget decisions or the co-chairs take strategic decisions for the faculty. The following committees are foreseen:

- Scientific review of Research Fellowship Applications and 3rd year extensions
- Scientific review of Science Directorate Research Proposals
- Management and bookkeeping of the Faculty Visitor Program
- Organisation of Seminars
- Local/Science Organizing Committee (LOC/SOC) of the SCI-S Science Workshop (SSW)
- Ad-hoc committee for other requests by management needing scientific expertise.

Committees are chaired by one or more members of the Faculty Council appointed by the chairpersons.

Each faculty committee focuses on one specific task area of the faculty. Within this task, the committee implements decision and strategic views of the Faculty Council.

Depending on the task, the committees convene regularly or only during specific seasons. While the Faculty chairpersons define the scope and timeline with milestones for each committee, they are self-organised within the given timeline. The respective committee chairs are responsible for meetings to be organised and decisions to be tracked as appropriate. If recommendations about expenses are to be made, book-keeping also needs to be carried out recording the recommendation, the approved amounts, and the actual spend. Also, the commitments of outcomes need to be recorded (including milestones) and they need to be followed up when due dates have passed, as well as to which extent the outcomes were delivered.

3.4 Full Faculty Members

Each faculty member has access to all Faculty resources as of Sect. 2.5 of the charter including funding in support of personal research activities.

Faculty members must agree to charter and this document as part of it and the Privacy Notice, be listed in public membership list, active participation in Faculty activities serving regularly in committees, report scientific achievements in e.g. science seminars and the internal SCI Science Workshop (SSW).

3.5 Associate Faculty Members

Associate Faculty members have access to Faculty-internal information including library services, invitation to Faculty events such as seminars, collaboration in Faculty programmes. While associate members have no direct access to financial resources, they can act as hosts for Faculty visitors and can collaborate in science activities of the Faculty.

They must agree to the Charter and this document as part of it and the Privacy Notice, be listed in public membership list (not necessarily with contact information), participate in Faculty-internal discussions, inform the Faculty chairpersons of any changes in their status (e.g., leaving the Faculty).

4 FACULTY CHAIR AND COUNCIL ELECTIONS

According to the charter, all full Faculty members are eligible to stand as candidates for Faculty chair and to vote. Elections take place if there is more than one candidate from each site. Each voter can cast up to three 'yes' or 'no' votes, one for each site. Empty ballots, thus without a vote for or against any candidate, are counted as 'abstain'. The election of the chairs is only valid if at least 50% of eligible voters have casted their vote.

The steps for an election are the following:

- A 3-person Election Committee (EC) will be constituted by Head of SCI-E consisting of colleagues who are not themselves candidates.
- The EC prepares the elections as follows:
 - Create a dedicated internal Faculty web page or Teams Channel to provide all information about the election.
 - Create a timeline with dates of call for candidates, opening elections and deadline for voting and publish it to the entire Faculty in the internal Faculty web pages.
 - Prepare a candidate form allowing candidates to provide some information about themselves and their objectives as chair if they wish. Make it available via the internal web page or Teams Channel.
 - Prepare an electronic voting tool that fulfils the following requirements:
 - ensure that each "constituent" can cast votes only once.
 - the identities of voters will be concealed from all, including from the EC.
 - Prepare announcement texts for each step.



- The full members of the Faculty will be invited to declare themselves candidates for election as chair by a deadline which will be published to the Faculty.
- Interested candidates need to make this declaration to the Chair of the EC, submitting the filled candidate form. The EC shall within one working day check each submission whether the candidate is eligible and inform the candidate whether admitted.
- On the day following the deadline for declaration of candidacy, the EC will:
 - Assure there is at least one candidate from each site; if there are not enough candidates, the EC coordinates with the H/SCI-E an extension of the deadline plus appropriate actions to encourage more candidates to step forward.
 - Once enough candidates are available, post the list of candidates and their profiles on the internal Faculty web page or Teams channel.
 - Activate the electronic voting tool inviting all eligible voters to cast their anonymous votes, reminding them of the deadline published with the timeline.
- Immediately following the closing date for voting, the Election Committee will
 - a) Check whether the election is valid (thus more than 50% valid votes)
 - b) Count the votes received for each candidate. The three candidates with the respective highest number of votes for each site will be declared Chairs by the EC.

Invalid elections shall be repeated within 3 months, following the same procedure described above. Faculty Council members are appointed by the co-chairpersons for three years following a transparent and high-level nomination and election process run by the co-chairs and vote by the Faculty. The appointments are staggered for three years such as to replace a third of them every year. For the first three years of the Council existence (2024-2027), members will be replaced every year on a voluntary basis.

The steps for the appointment are the following:

- All full members of the Faculty are eligible to candidate for membership in the Faculty council and will communicate their wish to candidate to the co-chairs.
- The co-chairs will make the list of potential candidates available to all Faculty members.
 - In case more candidates than possible Faculty Council membership positions are available (≤ 9), votes will be organised by the co-chairs.
 - In case the number of candidates agrees with the number of available Faculty Council membership positions (≤ 9), the list of candidates will be communicated by the co-chairs to all Faculty and time given to agree/not agree to the suggested list.
- The final list of selected and appointed Faculty Council members will be communicated by the co-chairs to all Faculty.

5 BECOMING A MEMBER

Before joining the Faculty, members need to actively accept the charter and privacy notice as required by Sect.2.4 of the charter. Consent with these documents is the only condition to become a member. Since the Faculty Privacy Notice will be incremental to the [Cosmos Privacy Notice](#), only cosmos users can be Faculty members. The Faculty shall provide a registration form within the cosmos internally restricted domain allowing users to access all required documents to which their

consent is needed. The Faculty shall at any time be able to produce proof of consent and thus needs to maintain a consent database.

Members need to consent to a minimum of information as outlined in the Privacy Notice about themselves to be publicly available in order to fulfil their obligations as Faculty members to be reachable for collaborations with external academic institutions. Faculty members may also provide a profile picture, a more detailed description of their current research activities, and personal information such as hobbies and they take accountability for the additional contents they provide. Members shall have an opportunity to unsubscribe from the faculty. Every 3 years, with the start of each new mandate of co-chairs, all members will be asked to confirm their membership.

6 IMPLEMENTATION GUIDELINES OF ETHICS

The Faculty governing bodies shall fulfil the governance roles described in the respective procedures referred to in Sect. 2.4 of the charter. This means, any unethical behaviours must be followed up according to the rules and guidelines set out in the respective documents. The Faculty chair(s) may draw on the services provided by ESA such as conflict navigators or welfare officers. In compliance with the commitment to implementing [EDI](#) and [green science](#), the Faculty shall be vigilant to constrain all activities to yield minimum impact. One area is green travel within the visitor programme where the Faculty shall support visitors with their initiatives to maximise sustainable travel. Where it fits within the ESA travel reimbursement policies, every effort will be made to accommodate train journeys rather than flights. Further, information shall be provided to use public transport for ESAC and ESTEC (where to find timetables, how to purchase tickets etc.) to avoid unnecessary taxis.

7 VISITOR PROGRAMME

In fulfilment of the Charter objective 2.1.1. (foster a fertile research environment), the management of an effective visitor programme falls under the responsibility of the Faculty, hosting scientific visitors at all levels (from students to senior researchers) for a variety of durations (from one day to several weeks or even months). Visitors are invited following proposals laying out the scientific value, a work schedule for visits longer than one week with a granularity of weeks, information of measurable outcomes, and the financial costs. The Faculty Council evaluates the scientific impact of the proposed activity as well as the benefit for the Faculty as a whole and refines the cost calculation if needed to fit into the cost envelope. The chair or deputy makes a recommendation to the H/SCI-E who has the authority to approve or reject the proposals.

The process includes three stages:

- Proposal stage: A proposal is submitted to the Faculty chairs and the chairs of the visitor committee (through the faculty_funding@cosmos.esa.int mailing list) and evaluated within 1 week from submission (2 weeks during summer or winter holidays). Prospective proposers are warmly recommended to use the [template](#) available from the Faculty web pages. Once the Faculty Council has given endorsement and the H/SCI-E has approved the proposal, an invitation letter is sent by administrative personnel to the visitor, reflecting the decision. If the proposal is rejected, a written justification shall be provided by the Faculty chairs to the



proposer(s). For approved visits, an invitation letter, signed by H/SCI-E, is issued to each visitor that needs to be signed by the visitor before the visit can take place. The invitation letter and the refund instructions are sent to the visitor by the administrative personnel in charge of supporting the Faculty at each site. For visits to STSci, the administrative personnel at ESAC are in charge.

- Visit stage: The visitor makes the travel arrangements, and the host is responsible for the logistics. Prospective visitors are strongly recommended to make their travel arrangements only *after* receiving the formal letter of invitation by ESA. ESA will not reimburse any costs related to non-approved applications
- After the visit: The costs are calculated and reimbursed to the visitor. At the same time, the expected outcomes and timelines of the scientific project shall be consolidated and communicated by the visitor to the visitor committee chairs to allow proper follow up and bookkeeping.

The process involves the following actors with their roles and responsibilities being:

- Visitor/proposer: One person proposing the visit of one person. This can be the visitor or the Faculty member hosting the visitor. In the case of multiple visitors working with the same Faculty member(s), each visitor should submit a separate request in order to ensure individual compliance with the rules of the programme by each visitor. Proposals can be submitted at any time, following the instructions available in the public Faculty web pages. The visitor makes the travel arrangements after having received the invitation letter and returns it signed thus assuring acceptance of the terms. It is expected from visitors to make all payments in advance. They can request, however, to get partial advance payments. The public instructions should make clear that it is mandatory that a Faculty member needs to be identified to host the visit and that the host must review and sign the proposal before it is submitted. After the visit, the proposer asks for reimbursement, collecting all the necessary material and documentation and submitting them to visitor_claim@cosmos.esa.int.
- Host: A Full or Associate Faculty member hosting the visitor on site. There can be further faculty members involved, but there should only be one host in a proposal who is responsible for the proposal to be consistent with the guidelines of the programme. The host needs to ensure the requested costs fall within the expected cost envelope. There can be co-hosts, e.g., all collaborators of a project.
- The Council members responsible for the Visitor Programme initiate and moderate the review of each proposal and communicate the Council recommendation and cost estimates to the H/SCI-E, whose approval is needed for the visit to take place. They communicate the final decision to the proposer.
- The Faculty Council reviews the science case and endorses the visit if found scientifically valuable to the Faculty.
- The H/SCI-E is responsible and accountable for all spending, and approval by H/SCI-E is thus necessary before a visit can take place. Based on the scientific and financial recommendations from the Faculty Council, the H/SCI-E declares approval by signing an invitation letter to each visitor, containing title of project, names of visitor and host, expected dates of visit, cost envelope, expected outcomes, and any legal terms such as the requirement of visitors having their own health insurance. The H/SCI-E defines the cost envelope for each visit, as well as any ceilings applied to each cost items (travel, accommodation, daily expenses).

In the public guidelines, travellers should be encouraged to travel as economically as possible.

8 FACULTY SPONSORSHIP OF WORKSHOP AND CONFERENCES

The Faculty encourages sponsorship of workshops or conferences held at one of the ESA Faculty establishments¹. The process is conceptually similar to that in place for the Visitor Program (cf. Sect. 7). A proposal shall be submitted using the form (in PDF format) available from the Faculty web pages (<https://www.cosmos.esa.int/web/space-science-faculty/internal/funding/how-to-apply>). The form shall be filled in all its parts. In particular, the prospective event organizers shall specify:

- The type, title, structure, and purpose of the event
- Venue and start/end dates
- The names of the organising committee(s) members
- The estimated number of participants
- Whether a registration fee is envisaged, and – in this case – its amount
- Measures taken to ensure that the conference is accessible and sustainable
- The total budget, and a breakdown of all its elements

The form shall be sent at least four months in advance the prospective start date of the meeting.

The Faculty Council reviews the scientific objectives and the meeting structure and endorses it if found scientifically valuable to the Faculty.

Ultimately, the sponsorship must be approved by H/SCI-E based on the scientific and financial recommendation of the Council. If approved, Administrative Personnel will contact the event organizer(s) to specify the procedure for the procurement of the approved service(s), or the reimbursement of any mission costs.

The Faculty sponsorship cannot be used to reimburse missions (travel and accommodation expenses) of Faculty members, ESA members-of-staff, or workers of companies under contract with the ESA Science Directorate.

9 QUALITY SCIENCE TIME

The work profile of members of the Faculty requires that they remain active research scientists even if they spent most of their time in science-enabling (“functional”) tasks of the Science Directorate. Achieving this goal could in many cases be facilitated by periods of time spent away from the daily work routine, allowing them to concentrate on specific research activities and connect with direct collaborators and/or specific sectors of the scientific community. While Faculty members are expected to spend some time on scientific non-functional activities in all phases of the missions they support, it is expected that at least outside of the most critical phases there should be the possibility for longer uninterrupted periods of time dedicated to science in general.

¹ At the time the document is written, sponsorship is possible only for events to be held at ESAC or ESTEC.

Schemes to implement “quality science time” shall be agreed between the individual scientist (ESA member-of-staff or contractor) and her/his line management according to the rule set-up by HR and/or the frame contract between ESA and the contracted company. The Faculty Council is open to support any scientific evaluation of the scheme implementation, if requested by SCI-E management.

10 RESEARCH PROPOSALS

SCI-E makes funds available to support personal research activities by Faculty members. These funds are not to be used for activities related to functional work. They are allocated to approved proposals which are usually solicited once per year, but which may be submitted at any time. The corresponding call is issued by H/SCI-E.

The scientific evaluation of these proposals is managed by the Faculty:

- The Faculty Council directly evaluates proposals for which the requested resource level is lower than 10 k€
- The Faculty co-chairs will nominate a panel of Faculty members to carry out the evaluation of proposals exceeding 10 k€ (this activity is delegated to one or two standing members of the Faculty Council).

Based on the evaluations the Faculty co-chairs make recommendations to H/SCI-E, who has executive control over the funds.

Every year, the Faculty evaluates ongoing science projects, with particular emphasis on those projects requiring significant resources. These reviews - that can for instance be based on presentations of the funded projects delivered at the yearly SSW workshops - assess the productivity, visibility, and future potential of these projects, allowing the Faculty to provide advice to management on their status and on their possible continuation. Review findings are shared with the Faculty members who drive the respective projects. The organisation and details of the review process fall entirely under the Faculty’s responsibility.

The Faculty Council shall maintain an overview of funding allocations for projects, visitors, workshops, science exchange projects, etc., as well as scientific papers that have benefited from Faculty support on the Faculty web pages, exclusively for Faculty-internal consumption.

11 ROLE OF THE FACULTY DURING THE RESEARCH FELLOWSHIP RECRUITMENT

The involvement of the Faculty in the Research Fellowship (RF) recruitment process is specified as follows:

- Before the application deadline, Faculty members can be contacted by potential applicants. Faculty members are of course free to comment the proposals. However, the message must be clear that we expect the post-docs to be autonomous and therefore the research proposal should

be written by the applicants independently. It is also important to explain the role of the future mentors and collaborators in the Faculty.

- During the recruitment process:
 - Faculty members can join on a voluntary basis a recommendation committee and/or one of the thematic panels.
 - The recommendation committee will be co-chaired by two Faculty members (from at least 2 sites, and ideally from two different disciplines among astronomy, fundamental physics, heliophysics and planetary science)
 - All Faculty members are strongly recommended to attend the jamboree with the RF candidates, in person if happening at their site as well as to make themselves available for interaction with candidates, including during (virtual) coffee breaks.

12 SCIENCE EXCHANGE AND COMMUNICATION

The Faculty organises a central seminar that hosts both internal and external speakers and is open to the public. Further, internal exchange between Faculty members and learning is facilitated through various activities outlined below.

12.1 SCI Science Seminars

The organisation of the seminar programmes at the various sites - including talks both by external and internal speakers - is delegated by the Faculty Council to a Seminar Committee. The Committee, which is appointed on a yearly basis, has at least six members, with at least one representative from each of the sites (ESTEC, ESAC, and STScI). Ideally, the committee should consist of at least two members from each site, with one member per site preferably an RF. RF members can be appointed at any time. Individuals can serve on the Committee for up to five years consecutively. The Faculty Council should ensure that the Seminar Committee has good diversity in research areas, to ensure that speakers are selected from a wide range of research areas, as well as demographic representation (seniority level, gender, etc). The Seminar Committee is chaired by two members of the Faculty Council specifically appointed for this task.

As a default, seminars are timed, announced at, and streamed to the other two sites to facilitate on-line attendance of remote (or tele-working) colleagues. Faculty members can organise additional regular, or ad-hoc seminars as needed (*e.g.*, breakfast seminars).

12.2 Foster Internal Science Exchanges

Given that ESA's science missions cover a broad range of scientific disciplines, scientific interchange and discussions among Faculty members are particularly useful and shall be fostered. The Faculty Council promotes such ad-hoc and periodic exchanges, within sites but also across sites, by:

- Ensuring the availability of a “Faculty Common Room” (at ESTEC, the “Wormhole”) for morning coffees, afternoon teas, informal meetings, etc.
- Local and Scientific organisation of the annual “SCI Science Workshop” (SSW) in which the scientists from all sites meet (cf. Sect.12.3).



- Evaluating proposals submitted by Faculty members to sponsor scientific conferences, workshops or training events (e.g., astro-statistics, Bayesian modelling, or machine learning) that are organised mainly for the interest and benefit of the Faculty (cf. Sect.8).

12.3 SCI Science Workshop

Every year the Faculty organises a “SCI Science Workshop” (SSW). Its main purpose of this workshop is to present and discuss the science research that scientists in SCI-S and SCI-E are carrying out. The event is therefore by construction multi-disciplinary, with the main goal of fostering inter-site as well as inter-project cooperation in research activities. SSW are organised off-site and on a residential basis, featuring a healthy combination of an intense scientific program (invited talks, oral presentation, poster, evening lectures etc.) and social activities.

No later than six months prior to the prospective start of SSW, a Science and Local Organising Committee (SLOC) shall be set-up, Chaired by the two members of the Faculty Council with a standing responsibility in this area. The SLOC shall include at least two RFs, the Chair of the Faculty site, and an Administrative Personnel from the establishment closest to the SSW venue.

12.4 Faculty General Assembly

The Faculty Chair has the mandate to call a “General Assembly” (GA) of the whole Faculty at least twice per year. The GA shall be used to communicate the status of the activities carried out by the Council, to gather inputs, concerns and feed-back on the Faculty scientific environment, and to remind opportunities available to Faculty members.

13 FACULTY SERVICES

13.1 Library

At the time this document is written, it is unclear to what extent the Faculty can ensure continuity and support for a library service at either ESTEC or ESAC.

13.2 Page Charges

Publications that require the payment of fees (e.g. page charges) need to be registered on <https://www.cosmos.esa.int/publication-approval-system> and approved by the Head of SCI-E **in advance**.

After receiving the invoice, it should be sent to your local finance administrator for payment, with the departmental research budget (E0429-03) as the budget line.

14 FACULTY SUPPORTS FACULTY

The “Faculty supporting Faculty” (FsF) programme harnesses the collective experience and expertise available among a set of volunteer Faculty members to support (in particular) early-career researchers



in their career development. The program is explicitly designed to support RFs as well as contractors. Support could involve, for instance, reading and giving feedback on a Curriculum Vitae or research proposal, serving on a mock interview panel or a mock audience during a talk rehearsal ahead of a job application, or providing information on the academic environment in a given country. Incoming requests are sent to two coordinators (one at ESTEC and one at ESAC), preferably RFs, who collect feedback from the volunteers and/or who contact specific volunteers based on their expertise asking for their availability and support in a mock panel. The coordinators are appointed by H/SCI-E. The FsF program can be accessed in confidence (for instance, if an interested early career scientist does not wish that their line management is informed of the intention to search for a job in an academic environment).

The involvement of the Faculty is setting-up a standing infrastructure enabling the program to run continuously (the program coordinators, being RFs, are likely to change frequently). This implies creating and maintaining a list (“knowledgebase”) of Faculty members volunteers, who are willing to offer their expertise (and time!) for this program, with their fields of expertise relevant to the program. This list shall be available on a specific page of the internal Faculty web portal. A member of the Faculty Council shall be identified to coordinate the Faculty involvement in the FsF programme.

15 CONTACTING THE, OR INFORMATION ON THE FACULTY

The following mailing lists has been established for Faculty-related activities:

- faculty_chairs@cosmos.esa.int: it enables direct contact to the Chairs of the Faculty.
- faculty_funding@cosmos.esa.int: all requests of funding (for the Visitor Program or sponsorship of workshops/conferences) shall be sent to this list. The visitor_claim@cosmos.esa.int shall be used by the Faculty visitors to send the material (tickets, recipes) required for reimbursement
- faculty_all@cosmos.esa.int: this mailing list enables direct contact to all the members of the Faculty. Great power shall be accompanied by great care: it is warmly recommended to use this mailing list only for communications that could be of interest for a large fraction of the Faculty members, such as conference or seminars with a broad scientific scope and audience, job announcements (a message sent to the RF or YGT mailing lists may be more appropriate for Ph.D. or post-doctoral positions), news related to the ESA science on the media etc.

The Faculty web pages are designed to be the repository of all information relevant to the life of the Faculty, both in their public (<https://www.cosmos.esa.int/web/space-science-faculty>) or internal incarnation (COSMOS-access: <https://www.cosmos.esa.int/web/space-science-faculty/internal>).

A non-moderated Teams Group is available for spontaneous discussion among Faculty members: [SCI Faculty | General | Microsoft Teams](#).