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# DOCUMENT

## Planetary Science Archive User Group Terms of Reference

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# APPROVAL

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# CHANGE LOG

Reason for change	Issue	Revision	Date

# CHANGE RECORD

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Initial issue	2012-09-25		
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## 1 INTRODUCTION

The legacy of ESA's planetary missions is the knowledge base built up in the science community, the papers published in scientific journals and the data stored in ESA's data archive for planetary science, the Planetary Science Archive (PSA). This archive provides the science communities in Europe and worldwide with low-level, calibrated and higher-level data products from ESA's planetary missions. The archive also includes the documentation describing the data themselves and the processing that has been performed to generate the products. Ancillary information necessary to analyse the data are archived independently as SPICE kernels at the ESA and JPL ftp repositories.

For ESA's Planetary Missions, the responsibilities of the PIs normally include the development, building and operation of their instruments, as well as the delivery of prepared data for archiving. The PIs have an obligation to process and deliver data and relevant documentation to the PSA according to agreed standards and schedule. After the end of a mission, the PSA is responsible for the maintenance of the final archive, including making updates and corrections as necessary and for ensuring its long-term accessibility.

In order to better serve the needs of the planetary science community, ESA has established a PSA User Group (PSA-UG).

### PSA-UG 2013-2016

This PSA-UG provided support in setting up the interaction between the community and the PSA, organizing workshop for the community, guidelines for the development and improvement of the PSA in particular in the Geographical System Information (GIS) filed.

## 2 TASKS

The following outlines the tasks for which the PSA-UG shall be responsible:

- Advise ESA on the future development of the PSA content, interfaces, documentation, compatibility with other planetary science archives and tools.
- Act as a focus for the interests of the scientific community in the PSA and as an advocate for the PSA within that community.
- Monitor the PSA activities to ensure they best meet the needs of the user community within the resources available.
- Actively participate in all reviews of the PSA activities, and provide assistance in finding relevant reviewers from the scientific community.

## 3 MEMBERSHIP



The PSA-UG shall be comprised of 6-8 members chosen to ensure an appropriate range of expertise in disciplines important for the PSA such as remote sensing, radio science, magnetospheric and plasma physics as well as the production of auxiliary data.

- The PSA-UG members should be active users of the PSA, and/or scientists involved in the generation of scientific datasets.
- Ideally, members should not be formally affiliated with any of the instrument teams providing data to the PSA. However, given the large overlap between membership of the instrument teams and the PSA users, rigorously applying such a rule would mean that important expertise would not be available to the PSA-UG. For this reason, membership of instrument team members who are not part of the management of the instrument teams will be considered.
- Members are appointed by D/SCI for an initial interval not exceeding 3 years.
- H/SCI-OO, H/SCI-OE and H/SCI-S jointly propose membership of the PSA-UG to D/SCI for approval, after consultation with the Solar System Exploration working Group (SSEWG).
- The chair, appointed by D/SCI, will serve as the official representative of the working group and will ensure the transition to the following panel of the PSA-UG.

## **4 MEETINGS**

The PSA-UG shall meet in person once to twice per year, as baseline at ESAC in Madrid, Spain. Additional meetings may be organised by tele- and/or video-conference as required, at the request of the chairperson.

- The ESA Planetary Archives Science Lead will act as the secretary of the PSA-UG and take care of the organisation of the meetings.
- The following should be invited to attend the PSA-UG meetings: H/SCI-S and H/SCI-OO, H/SCI-OE, the ESA Planetary Archives Technical Lead, a Project Scientist from SCI-S and representatives of ESA's planetary missions as required.
- Travel expenses of members based at institutes within the ESA Member States will be paid by ESA.

## **5 OUTPUT AND REPORTING**

The PSA-UG output and reporting shall be as follows:

- The PSA-UG will make written recommendations to the ESA Planetary Archives Science Lead.



- Written minutes shall be produced within a reasonable interval and made publically available by posting on the relevant website.
- The chair of the PSA-UG shall make an annual report to the Solar System Exploration Working Group (SSEWG).
- The chair of the PSA-UG shall make a final report of their activity during the mandate of the panel.