

The JWST Transiting Exoplanet Community Early Release Science Program

Science Council Charter

Version 1, 21 June 2017

Purpose:

The Transiting Exoplanet Community Early Release Science (ERS) Council provides scientific input to the Transiting ERS project and acts as a liaison to the broader scientific community, especially with regards to the primary scientific objectives of the program. The science council was created to ensure that the varied interests and expertise of the wider science team are represented when defining strategies and making technical decisions that affect the science yield of the program. The council serves as a formal communication channel between the team members and project leadership and a conduit to provide expert advice.

Membership:

The ERS Council will consist initially of 6 members in addition to the PI and co-PIs of the ERS proposal as indicated in the notice of intent (NOI) entitled, "*The Transiting Exoplanet Community Early Release Science Program*" submitted on 3 March 2017 to the Space Telescope Science Institute in response to the NOI call for JWST ERS proposals. The Principal Investigator and both co-PIs as defined in the NOI are ex-officio members of the ERS Council. The PI/co-PIs will express their opinions but abstain from voting in order to obtain the consensus opinion of the council. Final authority lies with the PI/co-PI. However, it is generally expected that the PI/co-PIs will act on the recommendations and advice of the Science Council.

It is highly desirable that all ERS Council members are active participants in the program and serve through to the delivery of the science enabling products to STScI. The overall membership of the ERS council should satisfy a diversity in expertise, career stage, affiliation, and gender. It is expected that the membership will be selected to ensure that areas critical to the science objectives are represented. This can be accomplished, for example, by requesting that each active Working Group nominate a representative to the council. Candidates interested in serving on the ERS Council will submit a short statement of their interest and a summary of their expected contribution to the Council members (< 1 page). Membership solicitations, selections, and replacements will be coordinated by the Council members. A condition for serving on the council is affirmation of no conflicts of interest, such as the role of PI or co-PI on another ERS proposal.

The number of members on the ERS Council can evolve as the council sees fit, as new investigations are identified and as old investigations change in scope and/or priority. The number of ERC Council members can be adjusted to reflect these changes.

A chair of the ERS Council will be selected based on an open and democratic

voting process by the Transiting Exoplanet Community ERS team members.

Roles and Responsibilities:

The council members will provide their expert scientific, technical, and strategic planning advice to the program PI, co-PIs and ERS Council members. The council members will represent the interests of the ERS community team members, and will bring the concerns of the community members to the program leadership. The council members will communicate the decisions of the ERS council to the working groups and community. The council members will also serve as mediators in the event of conflicts of interest or ethical violations. The science council will be responsible for generating a data publications policy that has majority support from the Transiting Exoplanet Community ERS team. Besides providing technical input to the proposal preparation process, members will revise the draft charter for the council itself when deemed necessary, including membership selection procedures in the science operations phase should the ERS program be selected.

Functions can be divided into two broad categories: a) information flow in and out of the Transiting Exoplanet ERS project and b) information flow in and out of the working groups.

a) Provide technical/scientific input to the project:

- Keep abreast of internal project activities related to the science objectives of the project.
- Provide suggestions and communicate concerns to the project.
- Provide feedback in response to technical queries from the project.
- Provide feedback on managerial and programmatic issues that could impact the ERS scientific products.
- Provide access to technical expertise.
- Review target lists relevant to the program
- Review the science cases relevant to the program
- Provide input, review, and comments for the ERS proposal

b) Provide technical/scientific input to the working groups

- Define activities/analyses needed for the ERS project.
- Facilitate formation of working groups to perform the analyses required to meet the scientific objectives.
- Ensure that relevant information from the project is communicated to the working groups.
- Provide arbitration to the working groups when requested.
- Keep abreast of community science efforts that impact the scientific goals.
- Help the project communicate with the wider scientific community by directing questions and requests.

Terms:

Initial council members will serve through the ERS proposal submission. The ERS Council will review and define the term duration and limits during the next stage of

the project after the ERS proposal submission.

Meetings:

The Transiting Exoplanet Community Early Release Science (ERS) Council will meet via telecon as deemed appropriate.