

Scientific Constitution for the SPIRE Consortium

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A The SPIRE Consortium

Article 1 The SPIRE Consortium shall comprise the SPIRE Co-Investigators and those working within Co-Investigators' institutes who contribute substantially to the delivery of the SPIRE instrument and/or the ICC.

B SPIRE Guaranteed and Open Time

Article 2 SPIRE Guaranteed Time (GT) shall be observing time with any of the Herschel instruments which is counted against the allocation of guaranteed time given to the SPIRE Co-Investigators.

Article 3 SPIRE Open Time (OT) shall be observing time with any of the Herschel instruments which is awarded, in response to Open Time proposals, to groups which include SPIRE Co-Investigators or Associate Scientists.

C The SPIRE Science Team

Article 4 The SPIRE Science Team shall comprise scientists, from within the SPIRE Consortium or invited from outside it, who contribute to the work of the Consortium and wish to use SPIRE GT or OT data for scientific research. There shall be three categories of member:

SPIRE Co-Investigator: These are the people who proposed the SPIRE instrument to ESA in response to the Announcement of Opportunity, or who have been appointed as Co-investigators by the SPIRE Steering Group during the course of the project. In accordance with the *SPIRE Management Plan*, they and their institutes have formal responsibilities to deliver hardware or ICC workpackages for SPIRE.

SPIRE Associate Scientists: SPIRE Associate Scientists shall be others who actively and substantially contribute to the work of the SPIRE Consortium by either or both of the following:

- (i) participating in the provision of hardware, software or of other scientific or engineering expertise;
- (ii) assisting the Co-Investigators in the preparation and execution of the SPIRE GT programme;

and who intend to publish the results of such scientific or engineering work.

SPIRE Consultants: SPIRE Consultants shall be experts who are consulted by Co-Investigators about an individual observation, programme or publication.

Current lists of SPIRE Co-Investigators, Associate Scientists and Consultants are given in Annex A.

Article 5 The scientific work of the Consortium shall be organised by a number of Specialist Astronomy Groups (SAGs), overseen by a Standing Committee for Science

Article 6 SPIRE Consultants shall be associated with one particular SAG.

Article 7 Each SPIRE Associate Scientist shall be associated with an individual Co-Investigator.

Specialist Astronomy Groups

Article 8 The GT programme and OT programmes of the SPIRE consortium shall be devised by a number of Specialist Astronomy Groups. Each of these shall be coordinated by a Co-Investigator or in exceptional circumstances an Associate Scientist, who will be a member of the Standing

Committee for Science and will represent the SAG and report on its activities in the Standing Committee.

Article 9 Any SPIRE Science Team member may be a member of any Specialist Astronomy Group. In the interests of keeping the Specialist Astronomy Groups effective, however, Science Team members are expected to confine their activities to a limited number of groups.

The current SAGs and their membership are listed in Annex B.

The SPIRE Standing Committee for Science

Article 10 The members of the Standing Committee for Science shall be: the PI, the Co-PI, the Project Scientists, and the coordinators of the SAGs.

Article 11 The SPIRE Standing Committee for Science shall be responsible for:

- (i) guiding the activities of the Specialist Astronomy Groups;
- (ii) coordinating of the SPIRE Science Team interactions with other Herschel consortia and teams;
- (iii) maintaining a up-to-date list of members of the SPIRE Science Team;
- (iv) approving the programme of observations to be carried out in SPIRE GT;
- (v) approving proposals by SPIRE Co-Investigators or Associate Scientists for Herschel Open Time;
- (vi) approving the content and authorship of all publications based on SPIRE GT, OT or other SPIRE Consortium data (for instance, calibration data);
- (vii) arbitrating in cases of any dispute within the SPIRE Science Team;
- (viii) revising these terms of reference as appropriate, subject to approval by a majority of the Co-Investigators.

Article 12 All decisions of the Standing Committee for Science are to be by consensus.

The current members of the Standing Committee for Science are listed in Annex C.

Selection of Members of the SPIRE Science Team

Article 13 No Co-Investigator shall be dropped from the Science Team without good cause and without the unanimous agreement of all other Co-Investigators.

Article 14 No Associate Scientist or Consultant shall be dropped from the Science Team without good cause and without the unanimous agreement of the SPIRE Steering Group.

Article 15 Prospective Associate Scientists shall be proposed to the SPIRE Steering Group by a Co-Investigator, with a written case for the appointment. If the appointment is approved, a formal invitation to become an Associate Scientist shall be issued by the PI.

Article 16 Consultants may be appointed by SAG leaders with the agreement of all Co-Investigators who are members of the relevant SAG. Consultants shall not normally be associated with more than one SAG.

D Responsibilities and obligations of members of the SPIRE Science Team

Article 17 SPIRE Co-Investigators shall be responsible for all aspects of the SPIRE Guaranteed Time Programme, before, during, and after the mission.

Article 18 All Science Team members shall be fully committed to the scientific programmes of their Specialist Astronomy Group and shall take care to avoid any conflict of interest in their scientific activities. They shall avoid participating in other Herschel GT or OT programmes which compete with, or inappropriately overlap with, the programmes of their own Specialist Astronomy Groups.

Article 19 Science Team members are expected openly to advise the scientific community about the capabilities of Herschel and SPIRE. They should respond to scientific inquiries or refer them to appropriate experts. In cases where a team member is uncertain about the appropriateness of collaboration with colleagues outside the SPIRE Science Team, he or she should consult the appropriate Specialist Astronomy Group coordinator or the Standing Committee for Science.

E Data Rights

Article 20 All data from the SPIRE GT programme shall be the property of the Co-Investigators until the expiry of the proprietary period.

Article 21 All Co-Investigators have equal rights of access to any Herschel data resulting from any Science Team observations in SPIRE Guaranteed Time.

Article 22 Associate Scientists shall be accorded rights to the data by the Co-Investigators in accordance with their contributions to the project as a whole and to the particular areas of science for which the data are to be used. The Standing Committee for Science shall devise a method of characterising the magnitude of individuals' contributions to the project. The contributions made by Associate Scientists shall be monitored and reported to the Standing Committee for Science by the relevant Co-Investigators.

Article 23 Any Associate Scientist or Consultant shall have rights to data resulting from any SPIRE Science Team observations, for either Guaranteed Time or Open Time, to which he or she has contributed.

Article 24 In exceptional circumstances, the Standing Committee for Science may deny the use of SPIRE Guaranteed Time data to a Science Team member.

Article 25 Data from the SPIRE OT programme shall be the property of the proposers.

F Publication Rights

Article 26 Any SPIRE Co-Investigator has the right to co-authorship of any paper that is published by the Science Team, based on SPIRE Guaranteed Time data. Co-Investigators shall not abuse this right.

Article 27 Any SPIRE Associate Scientist has the right to co-authorship of any paper published by Science Team to which he or she has contributed (either prior to or after the observations which provide data for the paper).

Article 28 Any SPIRE Consultant has the right to co-authorship of any paper, published by Science Team, on which he or she has been consulted (either prior to or after the observations which provided data for the paper).

Article 29 Any SPIRE Co-Investigator or Associate Scientist, embarking on the analysis of SPIRE GT data for publication, shall invite other members of the appropriate Specialist Astronomy Group to participate in that analysis.

Article 30 All papers by the Science Team based on SPIRE Guaranteed Time data must be approved prior to submission by relevant SAG leader(s) and endorsed the Standing Committee for Science. The Standing Committee for Science shall have the right to refuse, in exceptional circumstances, authorisation for publication.

Article 31 A copy of every paper or article published by Science Team members, based on Herschel data, shall be deposited with the SPIRE Project Office

G Resolution of Disputes

Article 32 All disputes concerning membership, data rights or publication rights, shall be referred to the Standing Committee for Science for arbitration.