



Terms of Reference for the GBOG WG

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approved by: Approved by the DPAC
reference: GAIA-CD-PL-LAB-CS-004
issue: 1
revision: 0
date: 2008-09-26
status: Issued

Abstract

The GBOG (Ground-Based Observations for Gaia) Working Group was formed to coordinate all the ground based observations required to carry out the data processing of the Gaia data. This document describes the scope and tasks of the GBOG WG, its composition and organisation.

Document History

Issue	Revision	Date	Author	Comment
1	0	2008-09-26	GBOG WG	last changes to issue the document
D	2	2008-09-23	GBOG WG	Modification by F. Mignard and C. Soubiran
D	1	2008-09-11	GBOG WG	Modification by F. Mignard
D	0	2008-04-09	GBOG WG	Creation

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1 Acronym List

The following table has been generated from the on-line Gaia acronym list:

Acronym	Description
CU	Coordination Unit (in DPAC)
DPAC	Data Processing and Analysis Consortium
DPACE	Data Processing and Analysis Consortium Executive
DPC	Data Processing Centre
GBOG	Ground-Based Observations for Gaia (DPAC)
ToR	Terms of Reference
WG	Working Group

2 Context

The Gaia data processing requires complementary data, most of which must be obtained from ground-based observations. For instance, in photometry and spectroscopy, reference data are needed to fix the zero-point of the magnitude system and radial velocities, and to calibrate the classification / parametrization algorithms. Another need is to verify and calibrate the complete Gaia system, soon after launch. For that purpose, fields around the two ecliptic poles have been chosen as astrometric, photometric and spectroscopic calibration fields, because they can be observed by Gaia at any given time. All these additional data, so important for the data processing, should be available at the start of the Gaia processing. In addition, a monitoring of the most important sources will be performed during the mission to check for possible long term instability or drift. While many of these data do exist already and must only be compiled from existing archives and put into the appropriate form, this is not true for several pieces of reference data, at least with the accuracy and magnitude range required for Gaia. These data must be acquired from new observations.

3 Formation

The Working Group '*Ground Based Observations for Gaia*' (GBOG) was set up at the 3rd meeting of the DPAC in May 2007 (GAIA-CD-MN-DPAC-RD-007) for the purpose of coordinating all the activities related to the ground based observations required for the Gaia data processing. These observations have to be coordinated to avoid duplicated efforts and to present well organized and motivated data acquisition plans to the observatories and allocation committees.

This DPAC-level working group took over from a similar group initiated in CU8 in 2006.

4 Scope

The GBOG group is in charge of :

- **coordinating the observing proposals**, including the identification of overlaps among needs, targets, facilities; the GBOG WG must also agree on priorities for these observations or merging of the observing programmes when relevant;
- framing a long-term observation plan;
- coordinating the sharing within the DPAC of the auxiliary data obtained in the GBOG framework;
- working with the DPAC to negotiate agreements with the authorities.

5 Tasks

Within its mandate the GBOG will

- compile the needs for ground-based observations necessary for the Gaia data processing, so that one can fully benefit from the performances expected from the instruments and their detectors to achieve the DPAC objectives;
- gather and distribute the information resulting from the GB observation programmes to the relevant CUs or DPCs;
- define a policy for the use and dissemination of the auxiliary data obtained in this framework;
- gather and distribute the information on the catalogs, data models and exchange policy adopted within the DPAC in order to optimize the sharing of the ground based data across CUs when relevant.

It is not the role or responsibility of the GBOG to coordinate or monitor the GB observations that will be organized during the mission resulting from science alert activities, unless their feedback becomes very relevant for the data processing or its validation. Likewise, the follow-up observations that may be organised by the Gaia community or the science community at large do not enter in the area of responsibility of the group and no funding in the DPAC has been granted for these activities.

6 Membership

The GBOG comprises

- a chair nominated by the DPACE from a proposal of the GBOG WG;
- one or two representatives per CU, nominated by the CU managers.

A GBOG deputy is chosen among its members by the GBOG WG. The deputy takes over the chairs's duties when the chair is not available, and such duties as the chair may delegate

The membership as of September 2008 is given in Table 1.

7 Responsibilities

The chair acts as manager of the GBOG activities and is the contact point with the DPACE. He/she convenes the meetings, prepares the agenda, runs the meeting and produces the Minutes.

Each GBOG member is in charge of :

- finding out which ground-based observations are needed in his/her CU;
- collecting information on the status of on-going observing programmes in his/her CU and complete the GBOG census on wiki;
- informing the CU members about the GBOG coordinated framework;
- maintaining wiki pages with up-to-date information.

8 Meetings

Members of the working group are invited to actively participate in the GBOG meetings which are organized approximately twice a year by the different institutes of the members. The participation in the meetings is financially supported by each member, through his/her national DPAC funding. Teleconferences might be used in addition to discuss some particular topics.

9 Reporting

The GBOG being a DPACE subcommittee, the GBOG chair reports directly to the DPACE chair. The minutes of the GBOG meetings and other specific GBOG documents are published on the Livelink.

10 Appendix

Table 1 presents the membership of the GBOG Working Group in September 2008.

Table 1: Membership of the GBOG Working Group

CU	Representatives
CU1	Emmanuel Joliet
CU2	Paola Sartoretti
CU3	Martin Altmann, Richard Smart
CU4	William Thuillot
CU5	Angela Bragaglia, Elena Pancino (<i>deputy</i>)
CU6	Carlos Allende-Prieto, Caroline Soubiran (<i>chair</i>)
CU7	Gisella Clementini, Laurent Eyer
CU8	Ulrike Heiter, Yves Frémat