

The Athena Community Office (ACO) – Terms of Reference

The Athena Science Study Team (ASST) establishes the Athena Community Office (ACO) in order to obtain support in performing its tasks assigned by ESA, and most specially in the ASST role as “*focal point for the interests of the broad scientific community*”.

An Institute of an ESA Member State leads the ACO. Its activities are funded nationally.

The ACO reports to the ASST. An Athena Community Office lead is responsible for the internal organisation of the ACO and for the reporting to the ASST of its activities.

The ACO will perform the tasks charged to it by the ASST on a best-effort basis, and contingent upon available resources. Some tasks charged to the ACO may be carried out at different sites, provided the ASST approves the arrangements. The ASST will periodically review the performance of the ACO and recommend any changes in the leadership or arrangements.

The tasks of the ACO will be:

1. Assist the ASST in organising and collecting support from the Athena Working Groups and Topical Panels.
2. Organise and maintain the documentation generated by the Athena Working Groups and Topical Panels through this activity.
3. Manage the Working Group and Topical Panel membership lists.
4. Assist the ASST in promoting Athena science capabilities in the research world, through Conferences & Workshops.
5. Keep a record of all (refereed and non-refereed) papers and presentations related to Athena.
6. Support the production of ASST documents, including:
 - o White Papers identifying the scientific synergies of Athena with other observational facilities in the late 2020s (ALMA, E-ELT, JWST, SKA, CTA, etc).
 - o Athena Study Reports
 - o Other ASST top-level science documents
7. Produce and distribute regularly an Athena Newsletter, informing the community about all mission and science developments.
8. Create and maintain the Athena Community web portal, replacing the current version at www.the-athena-x-ray-observatory-eu.
9. Maintain an active communication activity, including the use of social media (like Facebook and Twitter).
10. Promote, organise and support Athena-science related public outreach, in coordination with ESA and other agencies involved when appropriate. Design and produce materials (pictures, movies, flyers, text, etc.) and provide pointers to available materials produced by other parties.