

Conflict of Interest Avoidance Plan
for the
Pre-Aerosol, Cloud, ocean Ecosystem (PACE)
Science Definition Team (SDT) Mission Studies

These guidelines are defined to mitigate any conflict of interest for personnel assigned to support scientific and engineering tasks during the pre-Phase A activities of the Pre-Aerosol, Cloud, ocean Ecosystem (PACE) mission.

During the development of the Science Definition Team (SDT) report, there will be requirements for scientific and engineering support, especially in the areas of high-level designs for mission concepts, instrument design trade-offs, and the cost estimates for those designs. The following guidelines will be followed by all personnel assigned to support PACE pre-Phase A activities to maintain the integrity of the SDT process. Following these guidelines will also provide mitigation against any conflicts of interest (or perceived conflicts of interest) for proposal development in support of a potential future PACE Announcement of Opportunity (AO).

- All documents produced by the SDT and the science and engineering teams supporting the SDT will be made available on the NASA PACE web site. This way, all individuals who wish to respond to the PACE AO will have access to the same information.
- The civil servant (CS) members of the PACE science and engineering support teams must disclose all activities in support of PACE to the PACE SDT and program staff. All materials will be posted on-line. This is to preclude the transfer of detailed knowledge to only one organization, giving them an unfair advantage.
- The output of any study activities (e.g., Instrument Design Lab (IDL) or Mission Design Lab (MDL) sessions at Goddard Space Flight Center, or Team-X sessions at Jet Propulsion Lab) must be made publically available (including any costing information) via the PACE web site. No proprietary information is to be used in the study that would cause the study results to have to be protected. This way, all individuals who will wish to respond to the potential future PACE AO will have access to the same information.
- ~~The engineering team will not give directions to the SDT~~ that is the domain of the PACE HQ Program Scientists (PS) and Program Executive (PE). This will reduce the possibility of any bias being inserted into the final SDT report.
- Similarly, the SDT will not give direction to the engineering team; that is also the domain of the PACE PS and PE. The PS and PE will work with the SDT to prioritize the activities of the engineering team to appropriately allocate the budget and to define the SDT scope.

By signing this memo, the members of the scientific and engineering support teams, and the SDT, agree that they will not disclose any information resulting from these activities to any person or organization outside of the team members until the information can be made publically available to all members of the community. The leaders of the teams

will take the responsibility of ensuring that their team members are aware of this requirement, and all team members are responsible for complying with the content of this memo.

In addition, signing this memo acknowledges that there are distinct firewall requirements associated with active solicitations to preserve fair competition. Prior to the release of the draft PACE solicitation, the SDT and its scientific and engineering support teams will be disbanded.

All personnel deemed behind the SDT PACE firewall document will be:

1. Prohibited from any involvement with proposers and proposing teams for the period of time the SDT is formally in place;
2. Prohibited from discussing the contents of the SDT with anyone other than the personnel behind the firewall until the contents are made public;
3. Prohibited from attempting to inappropriately influence the solicitation process; and
4. Trained on conflict-of-interest avoidance processes and procedures.

NASA may issue a potential future AO for acquisition of PACE investigations, possibly including instruments or payload. Under that circumstance, it is NASA intent that a separate, new PACE AO firewall document will be drafted and signed by the appropriate personnel to identify restrictions related to the PACE AO.

- Any CS who participates in setting the conditions of the potential future AO, including developing the level 1 requirements or the statement of work for the AO, should not participate in developing a proposal in response to the AO. This is to preclude the transfer of detailed knowledge to only one organization, giving them an unfair advantage.
- Having an individual on the SDT engineering team does not preclude their home organization (center) from developing a proposal in response to the PACE AO. The restrictions herein only apply to the individual.

Elizabeth Edwards 1/17/12
Elizabeth Edwards Date
PE for PACE
Earth Science Division, SMD
NASA HQ

Paula Bontempi 1.17.12
Paula Bontempi Date
PS for PACE
Earth Science Division, SMD
NASA HQ

**Signatures of Personnel
Pre-Aerosol, Cloud, ocean Ecosystem
Mission Studies Teams and/or
Science Definition Team**

I have read the Conflict of Interest Avoidance Plan for the PACE mission studies and science definition teams and understand its intent. I agree to abide by the prohibitions placed by this plan on my actions.

Name

Date