

**EUROPEAN SPACE AGENCY  
EARTH EXPLORER 12 CALL FOR MISSION IDEAS**

**Letter of Intent - Proposers Workshop**

The Letter of Intent (LOI) Workshop will take place for Earth Explorer 12 Proposers on 10-11 May 2023 at Hilton Garden Inn, Leiden, The Netherlands starting at 09:00hrs CEST on Wednesday 10 May and ending no later than 16:00hrs CEST on Thursday 11 May.

The meeting will take place as a hybrid meeting where proposal representatives are required to participate in person, whilst also enabling virtual (WebEx) participation of other core team members and Executive in the plenary sessions. The meeting will be recorded.

**Draft Agenda**

**Day 1: 10 May (09:00hrs start)**

1. Welcome (ESA)
2. FutureEO-1 Context: Why EE12? (ESA)
3. EE12 Call objectives, scope and boundary conditions (Programmatics, SRL, TRL, Selection Criteria) and Review Process (ESA)
4. Earth Explorer 12 Review Guiding questions in relation to Selection Criteria (ESA)
5. Q & A on Call Guidelines and Review Presentations (All)
6. Presentation of the submitted LOI's (All Proposers)
  - 5 slides max per presentation - 10 minutes guideline.
  - Q & A after each presentation block
7. General Discussion and Q&A session and Introduction of Bilateral Splinter plans

17:30hrs - Close of Day 1

**Day 2: 11 May (09:00hrs start)**

8. Bilateral Splinter Meetings

Bilateral ESA-Proposers for questions and clarifications

6 slots of 20 minutes each (in 3 parallel splinters) = 18 missions = 2 hours

9. Plenary Summary of Bilateral Questions and Executive Answers

10. Closing session (12:30 – 13:00hrs)

**Lunch on day 2 (TBC 13:00 – 14:00hrs)**

11. Buffer session (14:00 – 16:00hrs) - (\*pending final number of submitted LOIs)

Close of Day 2 no later than 16:00hrs