**PROPOSAL FORM FOR A COSPAR CAPACITY BUILDING WORKSHOP**

**1. Title:**

**2. Proposer(s), including affiliation and contact information:**

**3. Summary of the proposal:**

*Not required, but if included mention here the topic of the workshop, the space missions that will be addressed during the workshop, the host, venue and possible dates of the workshop.*

**4. Proposal:**

*Below we list the items that we would like to see discussed in the proposal. You can add other topics if needed, but consider at least addressing the ones that are mentioned. (Not more than 2 or 3 pages long.)*

**Science:**

*Explain here the motivation, objectives and expected benefits of the proposed workshop. Here you can (briefly) discuss the importance of the science proposed for the region in which the workshop will be held.*

**Data and Software:**

*Explain what data and software will be used during the workshop. (Remember that there must be a space component in the workshop, and that both data and software have to be publicly accessible to the participants, also after the workshop.) How will students access the software and data? E.g., download them from Internet, for which adequate bandwidth should be available (consider the situation where 30-40 persons want to access the net simultaneously to download large data files), brought to the site on external discs, etc.*

**Participants:**

*Who are the target participants? Remember that these workshops are regional, and hence about 50% of the participants should come from countries in the region other than the country in which the workshop is organized. How many students will you host? (Previous workshops had 30-35 students.) What level should the students have? (In the past we generally accepted advanced master students, PhDs, postdocs and young professionals.)*

**Lecturers:**

*Give names of potential lecturers, and indicate whether you already have contacted them. Consider that to properly supervise the students during the practical part of the workshop you need about one lecturer per 3 or 4 students. When selecting the lecturers, consider whether they can stay for the full duration of the workshop.*

**Venue and facilities:**

*Discuss the infrastructure of the venue: e.g. lecture room with projection equipment; possible separate room(s) for the computer project; access to Internet during the workshop (e.g., speed available). Will you provide computers, or will students be asked to bring and use their own laptops for the projects? Consider also the case of students without their own laptop. If students bring own laptop, how will you ensure that all students have the necessary operating system and software installed in their computers before coming to the workshop? Consider that students may have little experience with the OS required for the project, that there are many flavors of the same OS but the analysis software may not be supported in all of them, or that computers with the same OS and flavor may not have all needed libraries installed. If deemed appropriate, include a couple of pictures of the venue and hotel.*

**Financial aspects:**

*Make a rough budget of the workshop. Consider that the trips of all lecturers plus the lodging and food of all participants during the whole workshop should be fully covered. Lecturers should have individual rooms at the hotel while students can share rooms. To maximize the benefits of the workshop for the students, we strongly encourage that lecturers and students stay at the same hotel. For the choice of the lodging and food service take into account that all participants will stay there for 2 weeks. It is also desirable that, within budget constraints, participants (students) receive financial support to cover part of their travel costs. Consider also local transportation (e.g., to/from the closest airport) if needed, and a possible excursion to a local attraction. COSPAR contribution will be up to 25,000 EUR per workshop. Based on this and the total budget, mention other sources that have already committed funds or support in-kind, or indicate which other sources you plan to approach to complement COSPAR funding.*