

Subject: Generic Terms of Reference (TOR) of IAASS Technical Committees

1. Purpose of Technical Committees

The Technical Committees contribute to the IAASS vision for space safety, and create a strong link between professionals from agencies, industry and academia.

For that purpose, each Technical Committee (TC) shall:

- establish and maintain the state-of-the-art knowledge inventory in the specific field,
- maintain contacts with other national and international organizations active in the field (e.g., UN Office of Outer Space Affairs, ISO),
- identify current and future challenges in the field, and
- document recommendations for solutions in technical reports or position papers.

2.0 Organization

2.1 Structure of the TC

Each TC may comprise of

- Up to two subcommittees chaired by TC Chair and Vice-Chair respectively
- Any number of working groups (WG), with the WG leaders being members of the TC Committee.

2.2 Membership

The voting members of the TC are Professional Members and high-level members (Associated Fellow, Fellow, or Gray Panther) of the Association with recognized expertise and excellence in the field. Only voting-members of the Technical Committee, including Chair and Vice Chair, are allowed to vote in matters that come before the Technical Committee. Each TC establishes its voting rules in its Terms of Reference (TOR), including what constitutes a quorum and approval for any voting matter. However, in all cases a quorum of the Technical Committee is necessary to approve any matter. Non-voting member may be junior members of the association including students, and other qualified experts, members or non-members of the Association. Note: The Technical Director shall be an ex-officio member, without vote, of all Technical Committees, and can be a voting member in one TC only.

2.2.1 Terms and duties of Members

All Technical Committee voting members must be current IAASS members in good standing and agree to abide by the TOR. All TC members must be willing to support the TC activities including preparation of Position Papers, issuing of TC reports, organization of workshops and IAASS conference sessions, and to peer-review papers submitted for publication in the JSSE. Voting members should participate in face-to-face meetings held near the time of an IAASS conference. Voting membership of any applicant is confirmed by a simple majority vote of a quorum of the TC with the concurrence of the Chair. –Membership on the Technical Committee may be terminated due to little or no participation in Technical Committee activities for a period of at least two years by the Technical Committee Chair, with the consent of the Technical Director, provided that the Chair and Vice Chair concur.

2.3 Terms and duties of TC Chair and Vice Chair

The term of office of the Technical Committee Chair and Vice Chair is three calendar years, which can be renewed twice. Chair and Vice Chair are voting member of the Technical Committee and Subcommittee, as well as of the Executive Committee and of the IAASS Board, which they must regularly attend.

The TC Chair and Vice Chair are responsible for

- organizing the activities of the Technical Committee and Subcommittees;
- maintaining communication with the Technical Director;
- appointing members and leadership of TC's WGs;
- maintaining a roster of the TC membership;
- maintaining a list of reviewers from the TC membership supporting the JSSE
- prepare and present periodically (18 months) TC report to the IAASS Board meeting

2.4 Nomination, elections, and appointments

The TC is responsible for making open calls for nominations of new voting members in the Association Newsletters website. Candidates can be self-nominated or nominated by a Technical Committee member. Each nominee must confirm in writing their willingness to serve and perform the duties of TC member. Each nominee must also submit a short bio and motivation statement to be distributed before the election to the TC voting members.

Non-voting members are selected among those nominated by the TC voting members and appointed by the TC Chair.

The Vice-Chair is nominated by the Chair among the voting members of the TC and appointed by the Technical Director.

The Chair is nominated by the Technical Director among the voting members of the TC and appointed by the Executive Committee.

The Technical Director and the TC Chair are generally assisted in the nomination of the TC Chair and Vice Chair respectively by TC membership or ad-hoc nomination committees they would convene.

The TC Chairman and Vice Chair appoint the WG leaders. WG members are invited or volunteer experts. They are accepted for the WG on criteria of experience and nationality (not duplicated within a nationality and well balanced between nations). Non-members of the Association with outstanding expertise in the field may be also invited to join a WG.

3. Work items

Work items and WG subjects are defined by the TC. The TC chair must approve of the Terms of Reference for each WG and monitor the progress of the WG.

4. Documents

4.1 Typology of documents

The following types of documents are defined:

- Status report by the TC Chairman to the President of the Association at the in-person IAASS Board Meeting (about status of the art in the field, trends, specific TC achievements, and future work plans)
- Technical report (document that results from WG study)
- External position papers (proposed by the TC, to be approved by the Association's Board, and released by the President of the Association).

4.2 Release of TC documents

WG work results are subject to review and approval by the TC membership. Decisions are taken by the TC based on voting rules provided in the TOR. The IAASS Technical Director releases the document upon verification that there is no conflict between the proposed document and the strategic goals of the Association as stated in the Strategic Plan.

5. TC operations

5.1 Expenses

The TC will involve themselves in:

- voluntary activities (like participation in meetings, work at home base) of which the expenses will be borne by TC members (or their parent organization), and
- paid studies, recommended by the Executive Committee, and authorized by the President, for which expenses and man-hours will be reimbursed.

Small expenses incurred by the TC for the procurement of hardware, software, publications, and stationery items will be covered by the IAASS budget but must be authorized in advance by the TC Chair and IAASS Administrative Manager, in accordance with the IAASS financial regulations. There is no fee or pay for TC membership or participation of any kind.

5.2 Administration

The TC Chair will select and appoint a junior TC member to be the TC Executive Secretary on a voluntary basis. The TC-ES will support the TC Chair in the TC management and administration, including calling of meetings, maintaining a library of TC documents (in coordination with the Director, Plans, Procedures and Data (PPD)), and maintaining current the content of the TC webpage in the IAASS website (in coordination with the Webmaster).

5.3 Meetings

Face-to-face meetings will generally be held near the time of the IAASS conference and virtual meetings between two conferences. Other meetings may be decided by the TC, as appropriate.

In general, all IAASS Technical Committee meetings are considered open meetings. They can be attended by TC voting and non-voting members, and by guests invited by a voting member. When confidential matters arise before the body and guests are present, the Technical Committee should convene itself in executive session. Only committee members are permitted during executive session and the discussion remains private, unless the committee decides to report an action out after the executive session has ended. Guests are permitted to return to the meeting after the executive session has ended. During normal TC meetings, guest attendees cannot speak unless the Chair recognizes them to do so. Guest are observers and not full participants.

5.4 Specific TOR

In addition to these general terms of reference for IAASS Technical Committees, a specific TOR will be established for each TC using the format described in IAASS-Management-5.2, "Terms of Reference (TOR) Templates for IAASS Officers/Directors/Technical Committee Chairs". They will be reviewed by the Technical Director and approved by the President. A copy shall be provided to the Director, PPD. Unless the TORs define rules on the distribution and attribution of information shared during committee meetings, any information exchanged will be without restrictions as to use or disclosure unless marked for limited distribution by the providing parties.

Submitted By: _____

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