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Minutes of Meeting

IAA Commission IV

Space Systems Operations and Utilization

5th Meeting

September 29, 2003

Location: Congress Centrum Hall 4.1.1, Bremen, Germany

1. List of participants (see attachment 1)

2. Were excused: A. Valenzuela

3. Topics:

3.1 Organisation of Commission IV: After his 2 years term as chairman P. Bescond leaves commission IV. On behalf of his successor A. Valenzuela, the new vice chairman Rainer Sandau thanks Pierre for the outstanding work he did for the commission in a very difficult time of reorganisation and restructuring.

R. Sandau relayed A. Valenzuela's plans for the future work of commission IV: These are :

- Push forward Study Group and Program Committees proposals
- Increase the synergy of the Small Satellite Missions Group recently transferred to our commission with the Earth Observation Group
- Push forward the proposition of new cosmic studies, conference sessions, and symposia from the program committees
- Support newly growing activities such as "Space Weather" to become transformed into a study group

The report which P. Bescond presented at the commissions plenary meeting the same day as outgoing chairman is attached to these minutes (attachment 2).

The newly elected members of commission IV are listed in attachment 3.

The representatives of commission IV expressed their wish to have the future commission meetings at the IAC scheduled for Sundays in order to avoid timing conflicts with the technical sessions of the already ongoing congress. It was suggested to raise this point later in the SAC meeting.

A discussion came up about the products a commission is supposed to deliver. What are the differences between a position paper, a report, a cosmic study? How does the publication form look like? (for example Booklet?). (For information the academies definition is enclosed as attachment 4). Rhoda Hornstein suggested to generate a way so that papers of limited size which are controlled by the commission itself can be made available on the web. Dick Kline is supporting this view. It was suggested to raise this point later in the SAC meeting.

3.2 Study Group activities:

Study Group 1: Knowledge Management of Space Systems. A draft version of a final position paper was reviewed in a special study group meeting this morning.

Study Group 2: Quality of Space Programs: The group ran through major problems of availability of members. Max Grimard will not be able to act as chairman, also Manola Romero can not serve any longer as deputy chair. Max suggested a participation of section IV members in the study group. It is suggested to raise this point also in the SAC meeting. The progress report of the group is attached (see attachment 5).

Study Group 3/4: Small Satellite Missions for Earth Observation/ Cost Effective Earth Observation: R. Sandau's report is attached to the minutes (attachment 6). He informed the commission about a necessary postponement of the delivery of the position paper into the next year.

3.3 Programme Committee activities

Dick Kline emphasized the specific role of the commission and its responsibility for preparing the technical sessions of an IAC congress. This means specifically the commission's support for defining plenary events, programme committees and the suggestion for session chairmen for the congress in Japan (2005). For programme committees the web-available form shall be filled out and sent to the chairman (Arnoldo Valenzuela) by January 15, 2004 latest.

3.7 Further Activities

Pierre Molette reported about his activities to push forward a new study group: " Small satellites at the service of developing countries". Four workshops had been held already and an application form for a new study group was handed over to the academy in spring this year. It was suggested to await the outcome of today's coordination meeting in Bremen and to file the form again electronically. This activity will also be reported in the SAC meeting.

3.8 Any other business

None

Bernd Häusler, Secretary

Arnoldo Valenzuela/Pierre Bescond, Chairman