

IAA Commission V
Minutes, Results and Follow-Up from Meeting at Academy Day in Toulouse
Held September 30, 2001

TO: Distribution
FROM: Debra Facktor Lepore, Secretary, Commission V
TOPIC: Minutes and Results of IAA Commission V Meeting in Toulouse
DATE: December 14, 2001

Dear IAA Members:

Thank you for participating in the Commission V meeting during Academy Day in Toulouse on September 30, 2001. This memo contains an overview of the meetings, plus provides some answers to questions raised during the meeting and follow-up actions taken.

Minutes of Meeting

1. Confirmed that all IAA members attending this meeting are interested in the work of Commission V. Each Commission consists of a Chair, Vice Chair, Secretary, Representatives from each IAA Section (1, 2, 3, 4), and 3 Members-at-Large. In addition, Program Committee and Study Group Chairs become members of Commission V once they are approved. Any interested IAA member is welcome to participate in the meetings of any commission and to propose Study Groups or Program Committees to any commission. Commission V is establishing an email distribution list to communicate with people who attended its meeting in Toulouse and who express interest in the work of the Commission.
2. Confirmed that Study Groups 5.1 and 5.2 were merged to become "Space Debris Mitigation / Prevention." Confirmed that Commission V has primary responsibility on this topic, with Commission 4 as secondary. Action taken by the study group to examine overlap with Study Group 3.5 on Asteroids.
3. Point raised that scope of Commission V should include "Intellectual Property" (IP). Charts presented in Toulouse show that IP is considered as scope of Commission VI, but IP is a legal and contractual issue. Recommendation given to IAA leadership to include IP in the primary scope of Commission V, and to make it a secondary scope of Commission VI.
4. Question raised on criteria for study group proposals. Action taken by IAA, and resolved by Ed Stone, Vice President Scientific Activities. See below for list of criteria.
5. Question raised on process for selection and approval of study groups and program committees. Process was presented at IAA Strategic Planning Meeting on Sept 29, 2001, in Toulouse, and is summarized again below. Note that all study groups and program committees need to submit proposals on standard IAA forms, which are available on the restricted part of the IAA website at www.iaa.net.org or directly from Commission V secretary. Copies of the forms are attached to this message.

6. Question raised on who chooses members of study groups, and how to ensure a diverse membership and a quality process and product. At the IAA Meeting of Members on Sept 30, it was confirmed that each proposal contains a section for identifying study group leads and members. The proposal is then submitted to Commission V, which includes representatives from each IAA Section as well as 3 members-at-large. These section representatives are to assist in identifying other potential study group members and/or ask for recommendations from other IAA Sections or Commissions. The IAA VP Scientific also can identify or recommend study group members. A formal review process will be taken at key milestones to ensure a quality process and product. The Commission V secretary can assist in communicating requests within IAA prior to proposal submittals, upon request. See Sections 7.4 and 7.5 of the IAA Bylaws for more information.
7. Question raised on identifying the Program Committees for Houston and Bremen International Astronautical Congresses (IAC). Note that Program Committees can be part of major milestones associated with Study Groups, but generally they intended to be timely topics with a discrete objective. See below for more information on Program Committee process, as confirmed with IAA VP Scientific Activities in Toulouse.
 - a. Program Committees for Houston IAC 2002 are confirmed as follows:
 - 5.1 Economics and Commercialization of Space Activities
 - 5.2 International Plans & Policies
 - 5.3 Small Satellites – UN Workshop

The Houston IAC 2002 planning is already underway and the Call for Papers has been issued. Abstract deadline is February 1, 2002. For more information, see: <http://www.iafastro.com/>

- b. Program Committees for Bremen IAC 2003 are proposed as follows:
 - 5.4 Symposium on Mitigating Space Debris: What Rules and Approaches?
 - 5.5 Symposium on The Emerging Need for Managing Space Traffic
 - 5.6 Symposium on Longer Term Prospects for Space Commerce
 - 5.7 Symposium on Crafting Productive Cooperative Agreements: Applying Experience to the Future

These program themes will be submitted to VP Scientific Activities for approval in mid-December. Commission V will notify members of the final approval, and will request comments, additional input, and suggestions for detailed session topics, as well as recommendations for Chairs, Co-Chairs, and Rapporteurs. The deadline for comments will be January 10, 2002. Please note that the approved program committees will be the only IAC symposia sponsored by Commission V in 2003.

END OF MINUTES

Overview of Study Groups

Criteria

The IAA VP Scientific Activities approved these criteria in Toulouse. All study group proposals must meet and address the criteria.

1. International
2. Interdisciplinary
3. Clear target audience
4. Leading progress

In addition, a balanced, broad study panel membership, consistent with the above criteria, is expected.

Proposal Submittal Process

All Study Groups must use the standard template proposal form. This is available on the restricted part of the IAA website or from the Commission V secretary. A copy is included with these minutes. Proposals are submitted directly to Commission V or to the IAA Secretary General for consideration.

Formal Review Process

A formal IAA review will be conducted, via the IAA VP Scientific Activities, after identified milestones and at the end of the study. The reviews will assess completeness of the study and quality, including prior approval for public release.

Overview of Program Committees

Program Committees address timely topics for discussion and presentation at annual conferences. IAA VP Scientific has called to reduce the number of program committees sponsored by IAA. This is intended to narrow the focus and increase the quality of conference sessions.

1. Restrict program committees to 3-4 sessions per commission
2. Select 1-2 themes per year (or session)
3. Criteria: international and interdisciplinary, of timely nature

Proposal Submittal Process

- 1) Submit completed proposal forms to Commission V
- 2) Commission V completes the review process and Submits to VP Scientific for Approval
- 3) Final program committees established by VP Scientific
- 4) Program chairs contact the International Programs Committee for preliminary program negotiations

All Program Committees must submit proposals using the standard template proposal form available on the restricted part of the IAA website or from the IAA Commission V secretary.

Communication with Commission V

We are in the process of establishing a group email list that will reach all members of Commission V as well as all interested IAA members. We will also have a special section on the IAA website to facilitate communication.

In the meantime, you may address all communication for Commission V to the Commission V secretary, who will distribute it.

RESPECTFULLY SUBMITTED,
IAA COMMISSION V SECRETARY

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