

March 1<sup>st</sup>, 2014

## **INTERNATIONAL ACADEMY OF ASTRONAUTICS**

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### **Process for IAA Studies**

1. The Commission Chair receives a proposal.
2. The Commission Chair informs the other Commissions, asking for their potential interest (30 days deadline)
3. The Commission Chair organizes a review of the proposal amongst Commission members and Commission Leaders and decides on the type of activity and its acceptance. The Commission Leadership ensures in particular that the Study Team has the necessary staff and skills to carry out the work. The Commission Chair will ensure the presence of other Commissions' members and a multidisciplinary representation. The Commission Chair forwards the proposal to the SAC Vice Chair for Studies (SAC VC) and to the IAA Office.
4. The SAC VC reviews the proposal and presents it to the SAC for acceptance.
5. A call for staffing is implemented on the IAA website
6. The IAA Secretariat sends out documentation confirming the formal appointment of Study Leaders and study group members, within 60 days from Study acceptance.
7. Upon initiation of a Study, a dedicated IAA Study web site is created, including a public section for general information and a restricted part for posting study drafts
8. The Study Leaders submit a 1st Draft to the Commission Chair (the Commission Chair keeps in regular contact with study leaders and forwards status changes to the Secretary General for updating the IAA studies status Chart).
9. The Study Leaders submit the final draft to the Commission Chair, who organizes a pre-review by the Commission Members. This review includes a compliance check with IAA rules and guidelines for studies and sending preliminary information to the Secretary General in anticipation of publication. This pre-review should not last more than 30 days. Following this pre-review, the Commission Chairs submit the final draft to the SAC VC.
10. The SAC VC informs the SAC and organizes an Academy Peer Review through the IAA restricted website (four reviewers minimum, representing the four Academy Sections with as many different nationalities as possible and a minimum of 4 nationalities). This review should not last more than 30 days.
11. The SAC VC informs the SAC and submits the reviews to the Study Leaders and Commission Chairs. Commission Chairs supervise the revision by the Study Leaders.
12. The Study Leaders submit the final version to the Commission Chairs, who – following Commission approval – submit it to the SAC VC. In case of conflict between the Study Leaders and the Commission Chair, the latter has responsibility for the final decision.
13. Following this peer review, the SAC VC submits the final version to SAC for approval.

14. Following SAC approval, the Secretary General submits a ballot acceptance form to the Board of Trustees in view of publication, and transmits the results to the SAC VC. Questions and comments are transmitted to the Study Group Leaders and the Commission. In the event of a negative response the process returns to paragraph 9 of this document.
15. The printing is organized by the Secretary General who manages the support of sponsors. Any support or printing sponsors are welcomed. The Study Leader and the Commission Chairs as well as the SAC review proofs before printing.