



# CHARTER

INTERNATIONAL COMMITTEE  
ON  
TECHNICAL INTERCHANGE  
FOR  
SPACE MISSION OPERATIONS  
AND  
GROUND SYSTEMS

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*(ALSO KNOWN AS "SpaceOps" COMMITTEE)*

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## PREAMBLE

The development and operations of ground systems used to control space missions have become increasingly important components of space exploration and utilization. Ground system and Operations capabilities and limitations often have a large effect on mission success and cost. As a result, there is a great interest in improving the global capabilities and cost efficiency of ground systems and mission operations.

As the number and diversity of space mission operations is expanding, an organized community or technical forum is needed. As with other technical disciplines such a forum for providing technical interchange will benefit all participants. It is in the spirit of providing the broadest possible interchange between Space Agencies, Academic and Research Institutions, Operators and Industry that this committee was established in 1990.

## PURPOSE

The International Committee on Technical Interchange for Space Mission Operations and Ground Systems (hereafter referred to as "SpaceOps") is established to foster continuous interchange on all aspects of space mission operations and ground systems, and to promote and maintain an international community of space operations domain experts.

SpaceOps is intended to serve as a central forum and catalyst for facilitating the sharing and dissemination of managerial and technical information in the field of space operations and ground systems. It is not intended to be or to become a governing institution and will exercise no binding authority over any of its members.

## SPACEOPS RESPONSIBILITIES

The specific responsibilities of SpaceOps include:

- Facilitating and promoting the sharing of space operations knowledge and experience within the global community.
- Enabling conversations within the community through periodic conferences, workshops and publications.
- Encouraging and facilitating the publication and dissemination of managerial and technical information concerning ground systems and mission operations.
- Organising the SpaceOps Conferences every two years, with the SpaceOps Workshops on alternating years.

## MEMBERSHIP

The activities of the SpaceOps will be accomplished in two related committees, a Committee-at-Large (C@L) and an Executive Committee (ExCom). The latter is a subset of the Committee-at-Large. Both Committees are chaired by the same two co-chairs: one Agency representative from the host of the last SpaceOps Conference (Chair), and one Agency representative from the host of the next SpaceOps Conference (Co-Chair). The SpaceOps Committees responsibilities and tasks are detailed below.

## COMMITTEE-AT-LARGE

Most of the work of the SpaceOps will be accomplished within the C@L.

Membership in the C@L is open to all Agencies, Academic and Research Institutions, Operators and Industry involved in ground data systems and space mission operations, provided they meet the following qualifications:

- Are well-known in the space operations domain;
- Perform space operations and/or builds or operates ground systems which are used in space operations;
- Have an interest in participating in the organization and promotion of the SpaceOps Conferences, Workshops and Publications.

The C@L will serve primarily as a discussion and co-ordination forum for all issues relating to the purpose of SpaceOps. It shall provide recommendations to the Executive Committee for disposition as necessary.

Within the C@L Working Groups have been established in order to structure and balance the work. The following permanent Working Groups are in place:

- Awards Group,
- Communications, Outreach and Publications Group,
- Strategy and Policy Planning Group,
- Workshop Group.

On consensus the number and structure of the permanent working groups can be modified.

Within the C@L a SpaceOps Conference and Program Group (CPG) is established every 2 years. Its scope is to oversee the organization of the SpaceOps biennial conference. CPG members change every two years and include representatives from the host agency of the next conference and focus on conference organization tasks to include logistics, technical program development, marketing and promotion of the conference, etc. Other members can include representatives from the host agency of the past conference in an advisory role.

## EXECUTIVE COMMITTEE

The ExCom is the decision-making body of the SpaceOps. It is the forum for:

- Selecting the host of the next Space Ops conferences, among the proposals submitted by its members;
- Endorsing the selection of the next Workshop host presented to the C@L by the Workshop Working Group;
- Selecting the host of the next meetings, among the proposals submitted by the C@L members;
- Endorsing the strategy, policies, rules and guidelines of the SpaceOps established and maintained by the C@L Strategy and Policy Planning Group and reviewed by the C@L;
- Selecting the admission of new SpaceOps members or partners;
- Evaluating the status of the SpaceOps (ExCom and C@L) membership;

- Endorsing the awards proposals from the C@L Awards Working Group;
- Making arbitrations when decisions cannot be arrived at in the C@L;
- Other business items that require a vote of the SpaceOps Executive members.

The Membership in the ExCom is open to organisations provided they meet the following criteria:

- Are well-known in the space operations domain;
- Perform space operations;
- Actively contribute to the organization and promotion of the SpaceOps Conferences, Workshops and Publications;
- Nominate at least 2 representatives to ensure active contribution:
  - One person for the ExCom which shall be authorized to represent the entire delegation in matters addressed by the ExCom;
  - At least one person for C@L;
  - Attended at least 2 consecutive SpaceOps Committee meetings.

The rights to be an ExCom member may be lost if the organisation is considered to be inactive.

To maintain membership, ExCom Members should attend all meetings but may have only one representative on occasions, assuming this exception doesn't occur in two consecutive meetings.

The required Quorum for voting in the Executive Committee is 50% or more of the present member representatives. Votes on all issues are decided by simple majority. In case of equal votes the SpaceOps Chair has the casting vote. In case of absence, ExCom members can transfer their vote to a present substitute from their Agency.

## SPACEOPS PARTNERSHIPS

In addition to membership to the above Committees, the SpaceOps Organization includes a so called Partnership. It is a pathway for those organizations that are interested in SpaceOps. Partnerships are available to industry, academia and other organizations involved in space operations. They provide enhanced privileges and access to information related to the SpaceOps Conference and associated activities and events.

## OPERATING MECHANISMS

- Combined Meetings of the Executive Committee and of the C@L will be formally convened twice a year, at every SpaceOps conference and in 6-months intervals between the conferences.
- The C@L and the ExCom may be formally convened at other opportunities. Splinter meetings for the ExCom and the working groups of the C@L may be convened as

necessary to accomplish the work of SpaceOps. Such meetings should be coordinated with the co-chairs and communicated to all members as a minimum three months in advance of the planned meeting date.

- Consensus is the preferred decision process for both the C@L and the ExCom.
- Applications for membership to the C@L shall be sent to the SpaceOps Secretariat. It is addressed to the C@L and to the ExCom for final decision.
- The co-chairs will assemble an agenda derived from previous committee meetings and from inputs solicited from and provided by the members.
- Other Committee business may be conducted via normal communications media, such as videoconferences, telecons, e-mail, etc. The SpaceOps Secretariat maintains a current list of members to facilitate such communications.