INTERNATIONAL ASTRONAUTICAL FEDERATION

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Bylaws

of the

International Astronautical Federation (IAF)

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Chapter I - Bylaws of the International Astronautical Federation

Article 1 - Adoption and amendment

1.1 Procedure for Adoption and Entry into Force

The Bylaws are adopted by the General Assembly of the International Astronautical Federation, hereinafter the "General Assembly", on the recommendation of the International Astronautical Federation Bureau, hereinafter the "Bureau", in accordance with Article 14 of the Constitution of the International Astronautical Federation, hereinafter the "Constitution", and enter into force immediately upon such adoption.

1.2 Amendments and Adoption

Motions for amendments to these Bylaws shall be submitted in writing to the Bureau and shall be considered for adoption by the General Assembly in accordance with Article 6.4 of the Constitution. Adopted amendments shall enter into force immediately upon approval by the General Assembly in accordance with that Article.

Article 2 - Membership and Membership Dues

2.1 Strategic review of Membership

The Bureau shall monitor the composition of the Federation's membership and direct the Federation's strategic responses to growth and evolution of its membership, with the objective of protecting and enhancing the Federation's relevance, vitality and mission. It shall present its recommendations and report to the General Assembly at regular intervals.

2.2 Review of Membership categories and dues

The main categories of IAF Members for the calculation of membership dues are in accordance with Article 4.2 of the Constitution. The Bureau shall periodically review the categories of Membership and levels of dues. The status of the Federation as a non-profit association shall, however, remain unaffected at all times.

2.3 Payment

a. Members shall pay annual dues in a timely manner and within the fiscal year (i.e. calendar year) in which the invoice is issued.

The Secretariat, after coordination with the President, may authorize an extension for payment when there is both a stated cause and a commitment by the Member that active efforts are being made to pay the annual dues.

Any Member granted such an extension shall be, in accordance with Article 4.4c of the Constitution, a non-voting Member, with all the limitations that a non-voting status brings into effect, until such time as its dues are fully paid.

b. For the purposes of Article 4.4.c of the Constitution, payment of dues for the year preceding the year of the General Assembly shall be deemed relevant.

c. Newly elected members are required to make the payment of membership fees starting with the fiscal year following election.

Chapter II - General Assembly

Article 3 - Plenary Meetings

The Plenary meeting shall take place in two sessions according to established Federation practice, on the Monday and Friday of the International Astronautical Congress, hereinafter the "IAC", at the same venue. The agenda for the Plenary meeting shall be divided between these sessions.

3.1 Attendance

A Member may be represented at the General Assembly by a duly authorized representative with relevant authority, hereinafter a "Delegate". Members shall communicate the names of those Delegates authorized to attend the General Assembly to the Secretariat no later than five business days preceding the first Plenary meeting session. The designation of Delegates shall remain in effect until a communication by the Member designating a different Delegate is received by the Secretariat. Delegates shall register for each session of the Plenary meeting, providing evidence of their identity, as well as proof of authorization to vote on behalf of the Member consistent with Article 4.4. of the Constitution.

The Secretariat may refuse to admit any Delegate who is not in a position to identify him/herself or who does not have written authority to represent the Member.

Article 4 - Convening General Assembly

4.1 Notice

The Executive Director shall give Members at least three weeks' notice in writing prior to the first Plenary meeting session, as well as provide a provisional agenda in the same timeframe. Items requiring a decision by the General Assembly and any relevant documentation shall be provided for review as soon as practical and at least one week prior to the first Plenary meeting session.

4.2 Motions by Members

IAF Members may submit motions related to the business and management of the Federation to be considered for inclusion in the General Assembly agenda by the Bureau.

4.3 Minutes of General Assembly

Minutes of the General Assembly shall be taken by the Secretariat, and made available to all Members within eight weeks of the General Assembly for approval in the subsequent Plenary meeting.

Article 5 - Voting Rights, Proxy

5.1 Members' vote

The General Assembly shall first attempt to take decisions on any matter concerning activities of the Federation by general agreement of all voting Members present at the Plenary meeting. The Federation refers to general agreement as a process that involves seeking to collect the widest possible support in order to adopt a decision without a vote. As such, general agreement does not necessarily mean unanimity.

General agreement in the IAF General Assembly is not achieved when a number of the voting Members present, that is equal or higher than 5% of all IAF voting Members, as defined in Art. 4.4 c of this Constitution, disagree with the action or recommendation in discussion. Voting Members not in agreement shall raise their hands to signal their objection. Based on the number of objections, the Chair will then announce whether or not general agreement has been achieved.

In case general agreement cannot be reached on an action or recommendation by the Bureau or a Committee, a vote on the approval or disapproval of such action or recommendation shall be undertaken. Unless otherwise specified in the Constitution, a simple majority of the voting Members present shall decide the outcome of any deliberation on which general agreement could not be reached.

Decisions taken by the General Assembly, either by general agreement or by vote, shall be binding on all members.

Elections of Officers shall follow the procedures established in Article 12.4 of the Constitution.

5.2 Proxy

A written proxy, duly authenticated, shall be submitted prior to the General Assembly Plenary meeting by the Member or its Delegate to the Executive Director, in accordance with Article 6.5 of the Constitution.

Any Member Delegate may represent a maximum of three (3) other organizations by proxy for the purpose of voting at the Plenary meeting.

Chapter III - Bureau

Article 6 - Organization of Bureau

6.1 Bureau Organizational Structure

The Bureau is chaired by the IAF President and its detailed composition and duties are described in Articles 9.1, 9.2, 10.2, 10.3 and 11.3 of the Constitution.

The President may determine the functions and portfolios of the twelve Vice Presidents as necessary in the light of the Federation's business requirements and in accordance with its practice.

The main responsibilities for the Vice Presidents shall be made available to Members through the Federation website.

6.2 Bureau Meetings

The Bureau shall meet at least twice in the calendar year, once during the IAF Spring Meetings and once during the annual IAC. After consultation with the IAF President, the Executive Director shall provide a provisional agenda prior to the meetings and necessary documentation within a reasonable time for review prior to the meetings.

Minutes of the Bureau meetings shall be taken by the Secretariat, and made available to all Bureau members within four weeks for review and approval at the subsequent meeting.

Article 7 - Secretariat

The Secretariat is led by the Executive Director who, in consultation with the President, shall establish the mechanisms for effective support where the demands of the Federation so require. To this end, he / she shall take initiatives for standardizing Federation recording and minuting procedures, for the management of the Federation and its meetings, and shall make any records available through the Federation website in a timely manner. This shall include procedures and such documentation as required relating to:

a. Managing Membership basis and dues;
b. Managing the day-to-day business of the Federation and such related financial aspects in coordination with the Vice President for Finance; the provisions of Article 9.2.(d) and Article 11.3. of the Constitution remain unaffected;
c. Ensuring efficient voting procedures in the General Assembly Plenary meeting;
d. Managing attendance at meetings;
e. Committee reporting to the Bureau through the responsible Vice President;
f. Preparing and managing the Calls, the solicitation of proposals, the on-Site Inspections and other tasks relating to the organization of the annual IAC and all other IAF events in collaboration with the host;
g. Informing the IAF community regularly about IAF activities;
h. Undertaking other tasks and initiatives as directed by the President or Bureau.

Chapter IV - Elections

Article 8 - Nomination Committee and General Assembly Vote

8.1 Call for Elective Officers and Set-up of Nomination Committee

The Nomination Committee shall fulfill its functions under the terms of Article 12 of the Constitution and shall observe the provisions of these Bylaws in its activities and deliberations relating to the selection of nominees for Elective Officers of the Federation.

8.2 Nomination Committee Composition

Recommendations for membership of the Nomination Committee shall be made, in accordance with Article 12 of the Constitution, by the Bureau and approved by the General Assembly through an online voting procedure, following the closure of the Call for Officers. Members of the Committee should be well known, with a high reputation in the space community and should have a good understanding of the global space sector. Members of the Committee shall be nominated by a Member organization. They should be acquainted with the functioning of the Federation and/or have recently been active participants in its business. The Nomination Committee composition shall reflect a balance with respect to geography, gender, generation and Members' categories representation. Some systematic rotation within regions of member organizations represented on the Committee shall be strived for from year to year. Members of the Committee must confirm their availability.

8.3 Avoidance of Conflict of Interest

Representatives of Federation Member organizations that have nominated candidates shall not be considered for the Nomination Committee. Candidates shall involve Members from as many organizations and regions as possible, thereby maintaining the international and diverse character of the Federation. However, in order to provide continuity, the Nomination Committee shall include, if possible, one member of the previous Nomination Committee.

8.4 Convening Nomination Committee

The Nomination Committee shall select its Chair, who shall convene the meetings. The Nomination Committee shall make itself available for online interviews of the Officers candidates and one online consultation session where representatives of IAF Member organizations can express their views about candidates in either an open or closed session of the Nominations Committee.

The Nomination Committee shall review the applicants' files and interview each candidate nominated for Office.

8.5 Nomination Committee Report

The Nomination Committee shall present its report with the list containing one recommended candidate for each open position to the Bureau in sufficient time for final approval during the first session of the General Assembly Plenary meeting.

Chapter V - Committees

Article 9 - Role and Purpose

9.1 Committees

The Federation is supported in its activities and work through a committee structure.

The Committees shall be appointed by the General Assembly in accordance with Article 6.2.g of the Constitution. Further details of management and continued supervision of committees, including their dissolution, are contained in Annex 1.

9.2 Standing Rules of Procedure, Guidelines and Terms of Reference

The Standing Rules of Procedure for all Committees, as noted in Annex 1, shall govern the organization and operation of all Committees and the International Programme Committee Steering Group. The Committees, with the exception of the Nomination Committee, shall define their own Specific Terms of Reference on the basis of the Guidelines for Specific Terms of Reference, as noted in Annex 2, as well as Annex 3 for Administrative Committees, Annex 4 for the Technical Committees, Annex 5 for the International Programme Committee (IPC) Steering Group, and Annex 6 for the Technical Activities Committee (TAC). Such Terms of Reference shall be approved by the responsible Vice President and notified to the Bureau by that Vice President.

9.3 Committee meetings

Each Committee shall appoint its Chair and Vice-Chair.

Meetings shall be convened in accordance with the Standing Rules of Procedure according to Article 10 of the Bylaws.

9.4 Review

All Committees' activities shall be routinely reviewed by the Bureau every three years. At the discretion of the Bureau, Committee reviews may be undertaken more frequently, and in addition to the routine three year cycle.

Chapter VI - Standing Rules of Procedure

Article 10 - Scope

10.1 Approval and entry into force

The Bureau may, in accordance with the Constitution and Bylaws, establish further Standing Rules of Procedure governing the activities of the Federation. Such Standing Rules of Procedure shall become effective immediately, unless otherwise provided.

10.2 Amendment

Any such Standing Rules established by the Bureau shall be notified to the General Assembly at the next regular Plenary meeting.

10.3 Authorized Members' Online Access

Any such Standing Rules established by the Bureau shall be maintained as the Standing Rules of Procedure in the secure, authorized login section of the Federation Members website.

ANNEX: Standing Rules of Procedure

Annex 1 - Standing Rules of Procedure for all Committees

Annex 2 - Guidelines for Specific Terms of Reference

Annex 3 - General Terms of Reference for Administrative Committees

Annex 4 - General Terms of Reference for Technical Committees

Annex 5 - Terms of Reference for the International Programme Committee Steering Group

Annex 6 - Terms of Reference for the Technical Activities Committee

Annex 1 - STANDING RULES OF PROCEDURE for ALL IAF COMMITTEES

1. Scope

The General Assembly shall establish Committees as necessary to conduct the Federation's operations effectively. Committees are recognized as furthering the business of the Federation. It is the Committee Chair's responsibility to maintain an adequate and active Committee membership that is appropriate to each Committee's purview. A list of Committees and their memberships is maintained on the website of the Federation. Committees shall operate in accordance with these Standing Rules of Procedure.

2. Organization

1. The General Assembly, upon recommendation by the Bureau, shall appoint Committees to guide the various activities in support of the Federation's interests in accordance with Article 6.2.g of the Constitution. Each of these Committees shall have a Chair and one or more Vice-Chairs.
2. The Committee **members** shall be affiliated to or retired from an IAF Member organization, or designated by a member organization as its representative. They shall have the appropriate expertise required for membership of the particular Committee. New Committee members shall be proposed by the Chair for approval by members of the Committee. They shall be appointed for a renewable term of three years. Committee members shall have full voting rights.
3. The Committee may invite additional **experts** to the Committee, who are not affiliated to an IAF Member organization. Those shall be proposed by the Chair for approval by members of the Committee for a term up to three years, and are not eligible for reappointment. Experts shall not have voting rights.
4. The Committee may also include additional "**friends** of the Committee", who shall not be formal members but are interested in its activities. The friends of the Committee must be affiliated to or retired from an IAF Member organization. Those shall be proposed by the Chair for approval by members of the Committee for a term up to three years, and are not eligible for reappointment. Friends shall not have voting rights.
5. No individual, regardless of membership category/position (including Members, Experts, Friends, Chairs or Vice-Chairs), shall serve simultaneously on more than (3) Committees of the Federation at any time. If an individual is appointed or elected to more than three (3) Committees, the individual shall select up to three (3) Committees on which the individual will serve and shall inform the IAF Secretariat in writing.
6. The Committees shall meet at least twice a year, once during the annual IAC and once during the IAF Spring Meeting.

3. Responsibilities

The main responsibilities of the Committees shall be to:

1. Promote international cooperation in space in their specified field of activity;
2. Disseminate related technical information;
3. Conduct studies on subjects of international interest;
4. Publish papers and reports;
5. Organize symposia and sessions at the annual congresses or outside; and
6. Cooperate with their counter parts in the International Academic of Astronautics, hereinafter the "IAA" and the International Institute of Space Law, hereinafter the "IISL".

4. Committee Chair

The Committee Chair shall be proposed by the Committee with the agreement of the responsible Vice President, appointed by the Bureau for a period up to three years, and may be reappointed for a second term. Chairs who have served in the Committee for at least one year as a member shall be eligible for appointment. In the case of a newly established Committee, the founding Chair shall be appointed by the Bureau.

5. Reporting

1. Committees shall submit a report to the Bureau once per year through the responsible Vice President.
2. Reports shall include a rolling work-plan of the Committee, as well as minutes of meetings held in the timeframe concerned. These reports shall be made available on the IAF website as appropriate.
3. Committees shall submit twice a year a brief of respective trends in their specified field with special relevance to international cooperation in space. These reports shall be made available on the IAF website as appropriate.
4. The President or responsible Vice President shall present the Committee reports and briefs to the General Assembly on behalf of the Committees; Committees shall report directly to the General Assembly when requested by the President.

6. Sub-committees

Committees may create Sub-committees, each having a Chair and one or more Vice Chairs, recommended by the responsible Vice President and approved by the Bureau.

7. Terms of Reference

1. The General Terms of Reference for Committees are attached in Annex 3~6 and are approved and amended according to Article 1 of the Bylaws.
2. Each Committee shall set up its own Specific Terms of Reference, which shall be compatible with: the Standing rules of Procedure for all Committees as noted in this Annex 1; the Guidelines for Specific Terms of Reference as noted in Annex 2; and the applicable General Terms of Reference as noted in Annexes 3-6. These Specific Terms of Reference shall be endorsed by the responsible Vice President and approved by the Bureau. The Specific Terms

of Reference shall be contain a description of the Committee's activities and responsibilities according to Section 1 of this Annex.

8. Decisions

Committees shall endeavor to take decisions on the basis of general agreement. Where no general agreement can be reached, a simple majority of the Committee members shall decide the issue.

9. Dissolution

The Bureau shall assess the activities of each Committee regularly at three-yearly intervals, but more frequently as necessary. The Bureau may add new Committees, discontinue existing ones, and may restructure them as necessary. Such actions shall be taken by a simple majority decision of the Bureau endorsed by the IAF General Assembly. The provisions of Article 11.2.c of the Constitution remain unaffected.

Annex 2- GUIDELINES for the SPECIFIC TERM OF REFERENCE OF EACH COMMITTEE

Each IAF Administrative and Technical Committee shall determine its Specific Terms of Reference and draft these, having regard to the General Terms of References. The General Terms of Reference for IAF Administrative and Technical Committees issued by the IAF Bureau list the basic rules applicable to all Administrative and Technical Committees. The Specific Terms of Reference further elaborate the focus of each Administrative and Technical Committee, taking the specific nature of its activities into account. The following guidelines for the Specific Terms of Reference are proposed to maintain consistency among all Committees' methods of operation.

1. General Objectives of the Committee

Topics to be addressed, fields of interests and activities, cooperation.

2. Committee Activities

- Proposal and organization of IAC symposium and sessions, including identification of administrative or technical topics of importance
- Participation in the paper selection, undertaking session chair and rapporteur
- Participation in IPC
- Organization of dedicated conferences, publications
- Participation in the IAF annual report to the UN
- Selection of papers for Acta Astronautica (where applicable)

3. Operative Procedures and Coordination

- Organization of the regular meetings (e.g., location, communications, Minutes of Meetings etc.)
- Relation between symposium Chairs and sessions Chairs.
- Relation between sessions Chairs and oral and interactive presentation authors
- Procedure for the designation of new members
- Regular internal communication among the Committee
- Coordination with other Committees and with IAA and IISL (where required).

4. Structure of the Committee

- Internal organization of the Committee
- Creation and link with Sub-committee

Note: The Committee membership list (Chairpersons, Vice Chair if any, members, experts and friends) shall be an appendix to the Specific Terms of Reference, to enable its annual update, following any change in the membership list, without affecting the provisions of the main terms.

Annex 3 - GENERAL TERMS OF REFERENCE for ADMINISTRATIVE COMMITTEES

The IAF Administrative Committees provide specialized advice and recommendations to the IAF, supporting the Federation's work. They play a key role in the Federation's internal affairs, including the provision of guidance, recommendations and related support to the Bureau and the General Assembly.

1. Responsibilities

Administrative Committees are composed of IAF Member organizations' representatives. They promote international cooperation in space in their specified field of activity, disseminate related technical information, conduct studies on subjects of international interest, publish papers, briefs and reports, organize symposia and sessions at the annual congresses or outside, and cooperate with their counter parts in IAA and IISL.

2. Appointment

Administrative Committees are appointed by the General Assembly, following a proposal by the Bureau according to Article 6.2.g of the Constitution.

3. Chair

Administrative Committees shall have a Chair and one or more Vice Chairs. The Chair shall be proposed by the Committee with the concurrence of the responsible Vice President, appointed by the Bureau for a period up to three years and may be reappointed for a second term. Chairs shall have served the Committee as a member for at least one year to become eligible for appointment. In case of a newly established Committee, a founding Chair shall be appointed by the Bureau.

4. Members

Administrative Committee **members** must be affiliated to or retired from an IAF member organization, and designated by a member organization as its representative. New members shall be proposed by the Chair for approval by members of the Committee. They shall have the appropriate expertise required for membership of the particular committee and shall be appointed for a renewable term of three years. Members shall have full voting rights.

5. Experts

Administrative Committees may enhance their membership with **experts** not affiliated to an IAF member organization. Those shall be proposed by the Chair for approval by members of the Committee for a term up to three years and are not eligible for reappointment. Experts shall not have voting rights.

6. Friends

Administrative Committees may also include additional "**friends** of the Committee", who shall not be formal members but are interested in its activities. The friends of Committee must be affiliated to or retired from an IAF member organization. Those shall be proposed by the Chair for approval by members of the Committee for a term up to three years, and are not eligible for reappointment. Friends shall not have voting rights.

7. Sub-committees

Administrative Committees may create Sub-committees, each having a Chair and one or more Vice Chairs, recommended by the responsible Vice President and approved by the Bureau.

8. Terms of Reference

Each Administrative Committee shall set up its own Specific Terms of Reference, which shall be compatible with the General Terms of Reference (Annex 3), endorsed by the responsible Vice President and approved by the Bureau. The Specific Terms of Reference shall contain a description of Administrative Committee's activities and responsibilities according to point 1 of this Annex. To maintain consistency among all Administrative Committee's Terms of Reference, Guidelines for the Specific Terms of Reference are contained in Annex 2.

9. Meetings

Administrative Committees shall meet at least twice per year, once during the annual IAC and once during the Spring Meetings.

10. Decisions

Administrative Committees shall endeavor to take decisions on the basis of general agreement. Where no general agreement can be reached, a simple majority of the Committee members shall decide the issue.

11. Minutes and Reporting

Administrative Committees shall submit a report to the Bureau at least once per year through the responsible Vice President.

Reports shall include a rolling work-plan of the Committee, as well as minutes of meetings held in the timeframe concerned. These reports shall be made available on the IAF website as appropriate.

12. Dissolution

Administrative Committees may be dissolved by the General Assembly on recommendation of the Bureau.

Annex 4 - GENERAL TERMS OF REFERENCE for IAF TECHNICAL COMMITTEES

Technical Committees are the backbone of the International Astronautical Federation. While originally intended to organize symposia at the annual IAC, they have developed year-round activities forming the leading global network of space expertise. The IAF Technical Committees advance current knowledge and shape the development in their specific field. The General Terms of Reference take account of this development and follow the demands of the Constitution of a Membership-based Federation.

1. Responsibilities

IAF Technical Committees are composed of IAF Member organizations' representatives. They promote international cooperation in space in their specified field of activity, disseminate related technical information, conduct studies on subjects of international interest, publish papers, briefs and reports, organize symposia and sessions at the annual congresses or outside, and cooperate with their counter parts in the IAA and the IISL.

2. Appointment

Technical Committees are appointed by the General Assembly, following a proposal by the Bureau according to Article 6.2.g of the Constitution.

3. Chair

Technical Committees will have a Chair and one or more Vice Chairs. The Chair shall be proposed by the Committee with the concurrence of the Vice President for Technical Activities, appointed by the Bureau for a period up to three years and may be reappointed for a second term. Chairs shall have served in the Committee for at least one year as a member before being eligible for such appointment. In case of a newly established Committee, a founding Chair shall be appointed by the Bureau.

4. Members

Technical Committee **members** must be affiliated to or retired from an IAF Member organization, and designated by a member organization as its representative. New members shall be proposed by the Chair for approval by members of the Committee. They shall have the appropriate expertise required for membership of the particular committee and shall be appointed for a renewable term of three years. Members shall have full voting rights.

5. Experts

Technical Committees may enhance their membership with **experts** not affiliated to an IAF member organization. Those shall be proposed by the Chair for approval by member of the Committee for a term up to three years and are not eligible for reappointment. Experts shall have no voting rights.

6. Friends

Technical Committees may also include additional "**friends** of the Committee", who shall not be formal members but are interested in its activities. The friends of Committee must be affiliated to or retired from an IAF member organization. Those shall be proposed by the Chair for approval by members of the Committee for a term up to three years, and are not eligible for reappointment. Friends shall not have voting rights.

7. Sub-committees

Technical Committees may create Sub-committees, each having a Chair and one or more Vice-Chairs, recommended by the Vice President Technical Activities and approved by the Bureau.

8. Terms of Reference

Each Technical Committee shall set up its own Specific Terms of Reference, which shall be compatible with the General Terms of Reference (Annex 4), endorsed by the Vice President for Technical Activities and approved by the Bureau. The Specific Terms of Reference shall contain a description of the Technical Committee's activities and responsibilities according to point 1 of this Annex. To maintain consistency among all Technical Committees' Terms of Reference, Guidelines for the Specific Terms of Reference are contained in Annex 2.

9. Meetings

Technical Committees shall meet at least twice per year, once during the annual IAC and once during the Spring Meetings.

10. Operation

Technical Committees shall delegate members to serve on the IAF International Programme Committee (IPC) for each IAC. The Chair shall serve on the Technical Activities Committee.

11. Decisions

Technical Committees shall endeavor to take decisions on the basis of general agreement. Where no general agreement can be reached, a simple majority of the Committee members shall decide the issue.

12. Minutes and Reporting

Technical Committees shall prepare and submit minutes after each Committee meeting and publish them online on the IAF website.

13. Dissolution

Technical Committees may be dissolved by the General Assembly on recommendation of the Bureau.

Annex 5 - TERMS OF REFERENCE for the INTERNATIONAL PROGRAMME COMMITTEE STEERING GROUP

1. Responsibilities

The International Programme Committee (IPC) Steering Group supports the local IPC Co-Chairs in preparing and conducting the IAC. It coordinates the Symposia and Sessions between the five Categories:

- Science and Exploration
- Applications and Operations
- Technology
- Infrastructure
- Space and Society

It advises the IPC Co-Chairs in developing an overall structure for the IAC and proposing a programme (including Plenary Events, Highlight Lectures and Late Breaking News) to the Bureau.

2. Composition

The IPC Steering Group shall be composed of:

- 2 “local” IPC Co-chairs (2 years term): one nominated by the on-going Local Organizing Committee (LOC) and one from the upcoming LOC
- 5 Category Coordinators (3 + 3 years term) - Science and Exploration, Applications and Operations, Technology, Infrastructure, Space and Society, elected by the IPC Steering Group, endorsed by the IAF Vice President for Technical Activities and approved by the Bureau
- 1 Interactive Presentation Coordinator, elected by the IPC Steering Group, endorsed by the IAF Vice President for Technical Activities and approved by the Bureau
- 1 representative of each of the partner organizations IAF, IAA, and IISL, nominated by the respective organization for a 3 years term renewable once
- The IAF Vice President for Technical Activities as Ex-Officio member

3. Meetings

- The IPC Steering Group shall meet at least twice a year, at the IAF Spring Meetings and in conjunction with the IAC.
- More than one meeting might be scheduled during IAC, depending on the demand.

Annex 6 - TERMS OF REFERENCE for the TECHNICAL ACTIVITIES COMMITTEE

The IAF Technical Activity Committee (TAC) is a forum for the IAF, IAA and IISL to collaborate, to optimize the contents of the IAC and to reduce overlaps / interferences among Symposia and Sessions.

1. Responsibilities:

The Committee shall:

- Review the topics to be addressed at each IAC on an annual basis, reducing overlaps / interferences among Symposia and Sessions;
- Assess whether the appropriate IAF Technical Committee structure (or its equivalent in IAA and IISL) exists to deliver the identified primary topics;
- Ensure integration of the Technical Committees' (and their equivalent in IAA and IISL) work and delivery of their programmes in line with the IAF mission;
- Serve as liaison between the Bureau and the Technical Committees (and their equivalent in IAA and IISL) and to inform the Bureau about the work performed by the TAC;
- Submit an Annual Report to the Bureau for review and approval;
- Identify the need to develop TAC documents related to the scope of the Committee, coordinate their elaboration and request their issuing.

2. Composition:

- The Committee is a Federation high-level body comprising the Chairs of all Technical Committees and the IPC Co-Chairs. A representative from both the IAA and IISL and one Coordinator for each IAA and IISL IAC Symposium are invited as regular members at Committee meetings.
- The Committee is chaired by the Vice President for Technical Activities.

3. Meetings:

- The TAC shall meet at least twice a year.
- at the IAF Spring Meeting and in conjunction with the IAC.
- Draft agendas shall be distributed at least two weeks before each meeting.