



# INTERNATIONAL ASTRONAUTICAL FEDERATION

*Connecting @ll Space People*

## Bylaws of the International Astronautical Federation (IAF)

**March 2026**



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## **Chapter I - Bylaws of Association**

### **Article 1 - Adoption and amendment**

#### **1.1 Procedure for approval and entry into force**

These Bylaws were adopted by the General Assembly on the recommendation of the Bureau in accordance with Article 14 Constitution.

#### **1.2 Amendments and Approval**

Applications (motions) for amendments to these Bylaws shall be submitted in writing to the Bureau and shall be approved by the General Assembly in accordance with Article 6.4 Constitution. Amendments shall enter into force immediately upon approval by the General Assembly in accordance with that Article, unless otherwise provided.

### **Article 2 - Membership and Membership Dues**

#### **2.1 Strategic review of membership**

The Bureau shall monitor and review the Federation's strategic responses to growth and evolution of its membership. 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 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 in which the invoice is issued. The Bureau may grant an extension where requested and on cause shown. Any Member granted such an extension shall, in accordance with Article 4.4c of the Constitution, be a non-voting Member until such time as its dues are fully paid.

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

c. Newly elected members shall have the right to vote on payment of membership dues for the year of admission.

The provisions of Article 5 Constitution remain unaffected.



## **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 within the location of the annual International Astronautical Congress (IAC). The agenda of the General Assembly shall be divided accordingly between these days.

#### **3.1 Attendance**

A member may be represented at the General Assembly by any partner, director, board member or such other duly authorized legal representative or delegate with relevant power of authority. Members attending shall notify the names of those delegates authorized to attend the General Assembly to the Secretariat no later than five business days preceding the Plenary. Delegates shall register for each session of the Plenary, providing evidence of their identity, as well as proof of authorization to vote on behalf of the Member in terms of Article 4.4. 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 a period of a three weeks' notice in writing of the next General Assembly and provide a provisional agenda. Further documentation as is required shall be provided within a reasonable time for review prior to the General Assembly.

#### **4.2 Motions by Members**

Members may submit items to the Bureau for inclusion in the General Assembly agenda as relate to the business and management of the Federation.

#### **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 .

### **Article 5 - Voting Rights, Proxy**

#### **5.1 Members' vote**

The General Assembly shall make every effort to ensure that decisions on all matters concerning activities of the Federation are taken by consensus, which does not mean unanimity, but a process that involves seeking to collect the widest possible support in order to adopt a decision without a vote. Explanatory statements of position may be made in connection with a decision taken without a vote.

In case general agreement cannot be reached on a recommendation by the Bureau or a Committee, a vote on the approval or disapproval of such recommendation shall be undertaken.



Before the General Assembly adopt a list that may include additional candidate(s) under Article 12.4 of the Constitution, the recommendation on the qualifying nominations proposed by the Nomination Committee and the Bureau, shall also be submitted to a vote. In case such vote leads to a disapproval of the recommendation, the General Assembly shall continue its deliberations as established in Article 12.4 of the Constitution.

### **5.2 Proxy**

The written proxy, duly authenticated, shall be submitted prior to the Plenary meeting by the Member or its delegate to the Executive Director, in accordance with Article 6.5. Constitution.

A maximum of three (3) proxies shall be exercised by the delegate of a Member for the purpose of voting at the Plenary meeting.

## **Chapter III - Bureau**

### **Article 6 - Organization of Bureau**

#### **6.1 Bureau Organizational Structure**

The President may determine the functions and portfolios of the twelve Vice Presidents as necessary in the light of 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 Management procedures**

The Bureau's responsibilities shall include: review of new member candidates; supervision of Federation activities; supervision of Federation accounts; review of candidates for the Nomination Committee and management of the International Astronautical Congress; and supervision of and reporting by Committees.

#### **6.3 Executive Director and Secretariat**

The Secretariat is led by the Executive Director who 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 documentary procedures, for the management of the Federation and its meetings, and shall make these available through the Federation website. This shall include, inter alia, procedures and such documentation as are required relating to:

- a. managing membership basis and dues;
- b. managing the business of the Federation and such related financial aspects in close conjunction with the Vice President for Finance; the provisions of Article 9.2.(d) and Article 11.3. Constitution remain unaffected;
- c. ensuring efficient voting procedure in the Plenary meeting;



- d. managing attendance at meetings;
- e. Committee reporting to the Bureau through the responsible Vice President;
- f. preparing and managing the Call, the solicitation of proposals, the on-Site Inspections and other tasks relating to the organisation of the annual International Astronautical Congress (IAC).

## Chapter IV - Elections

### Article 7 - Nomination Committee and General Assembly Vote

#### 7.1 Call for Elective Officers and Remit of Nomination Committee

The Nomination Committee shall fulfill its functions in terms of Article 12 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.

#### 7.2 Composition, Nomination Committee

Recommendations for membership of the Nomination Committee shall be made in terms of Article 12 Constitution by the Bureau and approved by the General Assembly in the first part of its meeting. 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 should be nominated by a member organization and seconded by another member organization from a different country. They should be acquainted with the functioning of Federation and/or have recently been active participants in its business and reflect a certain geographical balance, thereby avoiding overrepresentation by certain regions. Some systematic rotation within regions of member organizations represented on the Committee shall be strived for from year to year. A certain balance should be observed in the composition of the Committee between large, medium and small member organizations. Members of the Committee must confirm their availability to act.

#### 7.3 Exclusion from Membership of Nomination Committee

Representatives of Federation member organizations that have nominated candidates should not be considered for the Nomination Committee. Candidates should not be drawn from the same organizations as in the preceding Nominations Committee in order to involve members from as many organizations and regions as possible, thereby maintaining the international and diverse character of the Federation.

#### 7.4 Convening Nomination Committee

The Committee shall decide on its Chair, who shall convene the meetings. The Nomination Committee shall make itself available for at least one session between the two meetings of the General Assembly 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 incumbent applicants' files during its first constitutive session and thereafter interview each candidate nominated for Office.

### **7.5 Nomination Committee Report**

The Nomination Committee shall present its report on the list of qualifying candidates to the Executive Director, who shall make it available to the Bureau at its second session in sufficient time for a vote during the second session of the General Assembly.

## **Article 8 - Ballot**

### **8.1 Vote for Elective Officers**

Article 12.5 of the Constitution shall apply to the form of voting procedure.

## **Chapter V - Committees**

### **Article 9 - Role and Purpose of Committee Structure**

#### **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. Constitution. Further details of management and continued supervision of committees, including their dissolution, are contained in Annex 1.

#### **9.2 Terms of Reference**

The Terms of Reference shall govern the remit and organization of the Committees. The Committees, with the exception of the Nomination Committee, shall define their own specific Terms of Reference on the basis of the Rules of Procedures as listed in Annex 1-6 for Administrative and Technical Committees, the Technical Activities Committee (TAC) and the International Programme Committee (IPC) Steering Group. Such Terms of Reference shall be approved by the Vice President responsible and notified to the Bureau.

#### **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.

#### **9.4 Review**

The Committees' activities shall be reviewed by the Bureau at three yearly intervals.



## **Chapter VI - Standing Rules of Procedure**

### **Article 10 - Scope**

#### **10.1 Approval and entry into force**

The Bureau may, in accordance with the Federation 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 - General Terms of Reference for Administrative Committees**

**Annex 3 - General Terms of Reference for Technical Committees**

**Annex 4 - Guidelines for Specific Terms of Reference**

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

**Annex 6 - Terms of Reference for the Technical Advisory 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. It is the Committee Chair's responsibility to maintain an adequate and active Committee membership, in accordance with the membership appropriate to each Committee. A list of Committees recognized by the By-Laws as furthering the business of the Federation are maintained on the Members website of the Federation, in accordance with Article 10 Bylaws. Committees shall operate in accordance with these Federation's Standing Rules of Procedure, including those listed in Annexes 1-6 Bylaws, to be approved and amended according to Article 1 Bylaws, and otherwise maintained by the Bureau and listed on the Members website of the Federation, in accordance with Article 10 Bylaws.

#### **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 Art 6.2.g. 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, and designated by a member organization as its representative. They shall have the appropriate expertise required for membership of the particular committee and be in good standing. New 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. 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 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 IAA and IISL.

### 4. Committee Chair

The Committee Chairperson shall be proposed by the Committee with the agreement of the responsible Vice President as listed below, appointed by the Bureau for a period up to three years, and may be reappointed for a second term. Chairpersons 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 Chairperson shall be appointed by the Bureau.

### 5. Reporting

1. Committees shall submit a report to the Bureau at least once per year through the responsible Vice President.
2. The President or responsible Vice Chair shall present the annual Committee report to the General Assembly on behalf of the Committees; Committees shall report directly to the General Assembly when requested by the President.
3. 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 Members website as appropriate.

### 6. Subcommittees

Committees may create subcommittees, 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 2~6 to be approved and amended according to Art 1 Bylaws.
2. Each Committee shall set up its own specific Terms of Reference, which shall be compatible with the General Terms of Reference, endorsed by the responsible Vice President and approved by the Bureau. The specific Terms of Reference shall contain a description of the Committee's activities and responsibilities according to Section 1 of this Annex. To maintain consistency among all Terms of Reference, guidelines for the specific Terms of Reference are contained in Annex 3.

### 8. Decisions



Committees shall endeavour to take decisions on the basis of consensus. Where no agreement can be reached, a majority of the Committee members shall be required to pass any decision.

### **9. Dissolution**

The Bureau shall assess the activities of each Committee at three-yearly intervals. The Bureau may add new Committees, discontinue existing ones, and may restructure them as necessary. Such actions shall be taken by majority decision of the Vice Presidents in office. The provisions of Art. 11.2.c Constitution remain unaffected.



## **Annex 2 - GENERAL TERMS OF REFERENCE for ADMINISTRATIVE COMMITTEES**

The IAF Administrative Committees provide specialised 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 IAF Bureau and the IAF 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 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 Art 6.2.g Constitution.

### **3. Chairperson**

Administrative Committees shall have a Chairperson and one or more Vice-Chairs. The Chairperson 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. Chairpersons 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 Chairperson 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 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. Subcommittees**

Administrative Committees may create subcommittees, 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 2), 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 Section 1. To maintain consistency among all Administrative Committee's Terms of Reference, guidelines for the specific Terms of Reference are proposed in Annex 4.

### **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 consensus. Where no agreement can be reached, a majority of the Committee members shall be required to pass any decision.

### **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 Members website as appropriate.

### **12. Dissolution**

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



### **Annex 3 - 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. IAF Technical Committees advance current knowledge and shape the development in their specific field. The present revision of the General Terms of Reference takes account of this development and follows 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 and reports, organize symposia and sessions at the annual congresses or outside, and cooperate with their counter parts in IAA and IISL.

#### **2. Appointment**

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

#### **3. Chairperson**

Technical Committees will have a Chairperson and one or more Vice-Chairs. The Chairperson shall be proposed by the Committee with the concurrence of the Vice President Technical Activities, appointed by the Bureau for a period up to three years and may be reappointed for a second term. Chairpersons shall have served in the Committee for at least 1 year as a member before being eligible for such appointment. In case of a newly established Committee, a founding Chairperson 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 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**

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. Subcommittees**

Technical Committees may create subcommittees, 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, endorsed by the Vice President 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 item 1. To maintain consistency among all Technical Committees' Terms of Reference, a guideline for the specific Terms of Reference is proposed in Annex.

### **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 Congress. The Chairperson shall serve on the Technical Activities Committee.

### **11. Decisions**

Technical Committees shall endeavour to take decisions on the basis of consensus. Where no agreement can be reached, a majority of the Committee members shall be required to pass any decision.

### **12. Minutes and Reporting**

Technical Committees shall prepare and submit minutes after each committee meeting and publish them online on the IAF restricted area.

### **13. Dissolution**

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



## **Annex 4 - 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 IAF Bureau list the basic rules applicable to all Administrative and Technical Committees. The specific Terms of Reference further elaborate the remit 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

### **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 poster 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 and experts) shall be an appendix to the dedicated Terms of Reference, to enable its annual update, following any change in the membership list, without affecting the provisions of the main terms.



## **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 International Astronautical Congress. 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 public program (including Plenary Events and Highlight Lectures) to the IAF Bureau.

### **2. Composition**

- 2 “local” IPC Co-chairs (2 years term): one nominated by the on-going LOC and one from the upcoming LOC
- 1 “General” IPC-Co-Chair nominated by the Bureau with a 3 year term renewable once, ensuring continuity of experience in the IAC
- 5 Category Leaders (3 + 3 years term) - Science and Exploration, Applications and Operations, Technology, Infrastructure, Space and Society, proposed by the IPC Steering Group and nominated by the IAF 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 International Astronautical Congress.
- 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 IAF, IAA and IISL to collaborate, to optimize the contents of the International Astronautical Congress and to reduce overlaps / interferences among Symposia and Sessions.

It also develops the General Terms of Reference for Technical Committees, having due concern for the development of the IAF, IAA, IISL and the International Astronautical Congress.

### **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 guidelines
  - 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 Chairpersons of all Technical Committees and the IPC Co-Chairs. The IAC Technical Coordinator for IAA, a representative from IISL and one Coordinator for each IAA and IISL Symposium are invited as regular members at Committee meetings.
- The Committee is chaired by the Vice President – Technical Activities.

### **3. Meetings:**

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