

# ASD EUROSPACE RESEARCH AND TECHNOLOGY COMMITTEE (SRTC)

TERMS OF REFERENCE – RT PANEL APPROVED 18/02/2011

## GENERAL

This document describes the terms of reference for the **Space Research and Technology Committee of Eurospace**, hereafter referred to as the “Eurospace SRTC” or SRTC. The SRTC will take over the activities carried out by Eurospace R&T panel. The R&T Panel will be disbanded at the creation of SRTC.

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## SRTC MISSION

### GENERAL

The SRTC exists to enable the European space manufacturing industry - hereafter referred to as “industry” - to devise a common strategy for space research and technology, and promote it through all relevant means and channels towards the relevant European instances; and in particular:

- the European Space Agency and its relevant bodies (such as the TECNET, D-TEC, the THAG etc.),
- the European Union, and its relevant bodies (such as the EC DG Research and DG Enterprise, the European Parliament, the Space Council etc.),
- the European Defence Agency, and any other relevant organisation.

Are particularly relevant to SRTC actions the following processes and programmes:

- The European space technology harmonisation process coordinated by ESA
- The European Union framework programme/Space
- The ASD Research and Technology Committee
- The Joint EC-ESA-EDA Task Force for non dependence

To fully perform its mission the SRTC shall be able to:

- **provide industry experts inputs at technology level and support technology roadmapping** (identify critical technologies, maintain list of priority actions etc...)
- **influence European technology policies and programmes** (ESA Technology programmes, European Union procurement rules for R&T, Framework programme contents, etc.).

With this in mind, the SRTC is organised with two branches or subgroups: a Technology Harmonisation Panel (THP) and a Technology Policy Working Group (TPWG). The two branches or subgroups have their own mandate membership and chair.

## SRTC MANDATE

1. SRTC shall provide a forum for the gathering of expertise, exchange of ideas and the formulation of industry expert vision on subject related to space research and technology
2. SRTC shall prepare space industry common positions with respect to space research and technology policy and strategy.
3. SRTC shall ensure adequate industry representation in European organisations dealing with space research and technology.
4. SRTC shall ensure appropriate coordination with other Eurospace bodies having neighbouring areas of activity, and in particular the Eurospace EEE Panel (Electronic components) and the STWG (Standardisation activities).

## SRTC MEMBERSHIP

### SRTC MEMBERSHIP CATEGORIES

The SRTC welcomes members, experts and representatives.

- **SRTC members** shall be representatives of Eurospace member companies. They support all technology policy and strategy process, they elect the SRTC chair and validate all position papers.
- **SRTC experts** do not have to be representatives of Eurospace member companies, they are consulted in all technology policy and strategy processes. SRTC experts form the core membership of the THP (Technology Harmonisation Panel).
- **SRTC representatives** have a mandate from SRTC to represent SRTC in all required instances. Representatives do not have to be SRTC members nor SRTC experts. SRTC representatives shall report to SRTC on all their mandated activities. This reporting shall be made orally at the relevant SRTC and SRTC subgroups meetings or, would attendance not be possible, in writing.

## SRTC CHAIR

The SRTC is co-chaired by two SRTC members, elected for 3 years (renewable) by SRTC members.

## SRTC RULES OF PROCEDURE

SRTC decisions, at all levels of SRTC action, are made by consensus. When consensus cannot be achieved at a meeting, decisions will be submitted to a vote at the simple majority of SRTC members present. When the need arises, decisions will be made via exchange of email using a silent approval procedure (all remaining silent after a given deadline are considered in agreement).

**The SRTC is consulted before the issuing of all formal positions expressed by THP and TPWG.** This particularly includes the DRAFT FINAL stage of the technology harmonisation dossiers prepared by the THP and the R&T position papers prepared by the TPWG.

## SRTC MEETINGS

The SRTC shall meet at least once a year with the following agenda:

- Annual review (previous year actions)
- Activity report from THP and TPWG
- Strategic plan
- Identification of pending issues and urgent actions
- THP work plan approval
- TPWG work plan approval

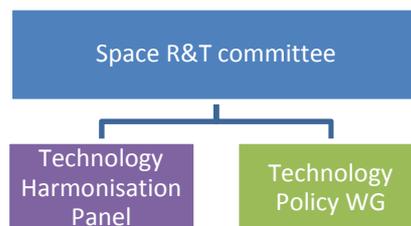
As the need arises additional plenary meetings can be organised.

## SRTC STRUCTURE AND ORGANISATION OF ACTIVITIES

In order to adequately perform its mission, the SRTC is structured in two branches, or subgroups: The Technology Harmonisation Panel (THP) and the Technology Policy Working Group (TPWG).

Within the boundaries of their respective work plans and agreed mandates, the THP and the TPWG have full autonomy of action. The coordination of both groups is achieved through ad hoc plenary meetings and is fostered by Eurospace executive who ensures the appropriate levels of communication and coordination between entities for smooth operations and synergy of action between the groups.

Figure 1 – Eurospace SRTC structure



The SRTC coordinates the activities between the two sub groups, monitors and supports (nominations) Eurospace representation in ad hoc steering boards and technical and advisory working group.

## TECHNOLOGY POLICY WG – MANDATE & MEMBERSHIP

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## TPWG MANDATE

**The TPWG is the policy arm of SRTC.**

It coordinates the elaboration of Eurospace common positions in all areas of technology policy and programmes at European level.

Its mandate covers, in particular, the following areas

- ESA technology programmes (GSTP, TRP, etc.)
- ESA Product policy (and other relevant actions)
- EU/EC actions (such as technology funding, FP rules and procedures, preparation and contents)
- European Space Technology Platform
- ASD RTC actions (Commissioner briefings, Position Papers, FP feedback, cross sectoral technologies etc.)
- European space technology programmes
- Eurospace RT Position papers

The TPWG proposes an annual work plan for approval by the SRTC.

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## TPWG MEMBERSHIP

**Membership in the TPWG is limited to Eurospace members.**

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## TPWG CHAIR

TPWG, like SRTC is co-chaired. Co-chairmanship is required to better embrace the full scope of technologies addressed by the TPWG.

One Co-Chair of the TPWG is one of the co-chairs of the SRTC, the other is elected by TPWG members.

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## TPWG RULES OF PROCEDURE

TPWG decisions, at all levels of TPWG action, are made by consensus. When consensus cannot be achieved at a meeting, decisions will be submitted to a vote at the simple majority of TPWG members present. When the need arises, decisions will be made via exchange of email using a silent approval procedure (all remaining silent after a given deadline are considered in agreement).

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## TECHNOLOGY HARMONISATION PANEL – MANDATE & MEMBERSHIP

**The THP is the Technical Authority of the SRTC.**

Its mission is to provide the SRTC with strategic inputs at technology level (identify critical technologies, promote and influence technology roadmaps, maintain list of priorities etc...).

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## THP MANDATE

The THP coordinates the elaboration of common industry positions in all areas of technology strategy and roadmapping.

Its mandate, in particular, covers the following areas:

- All activities driven by the Technology Harmonisation Process handled by ESA. This currently includes:
  - The Harmonisation process itself (Mapping and Roadmap)
  - The ESTER process (technology requirements collection)
  - The non Dependence process (assess the dependence level of selected technologies, identify technologies with critical dependence issues... to support the mapping of dependence situations).
- The Space RT priorities list, ensuring the involvement of all technology stakeholders.
  - Initiated by Eurospace in 2004, this activity also supports the ESA ESTER process
  - It also supported the Technology Non dependence action with the Joint Task Force,
  - It also supports the identification of topics for EC Framework Programme/Space

The THP proposes an annual work plan for approval by SRTC.

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## THP MEMBERSHIP

**THP Membership is open to all stakeholders of the ESA technology harmonisation process**, with the exclusion of EC, EDA, ESA, national delegations and space agencies.

**Members are technology experts**, able to sustain detailed/in depth discussions and support the technology harmonisation process within their areas of expertise.

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## THP CHAIR

THP, like SRTC, is co-chaired. Co-chairmanship is required to better embrace the full scope of technologies addressed by the THP where technical competence from Eurospace representation is essential, particularly at restricted ESA-Eurospace roadmap meetings.

One Co-Chair of the THP is one of the co-chairs of the SRTC, the other co-chair is elected by THP members. second co-chair does not have to be a representative from a Eurospace member company.

**Co-chairs of THP have a mandate to formally present industry positions at all required stages of the Technology Harmonisation Process. This involves the Mapping meetings organised by ESA (open to all technology stakeholders) and the restricted ESA-Eurospace Roadmap meetings.**

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## THP RULES OF PROCEDURE

THP decisions, at all levels of THP action, are made by consensus. When consensus cannot be achieved at a meeting, decisions will be submitted to a vote at the simple majority of THP members present. When the need arises, decisions will be made via exchange of email using a silent approval procedure (all remaining silent after a given deadline are considered in agreement).

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## THP PRACTICAL ASPECTS

The THP will meet at least 4 times a year for a full day, phased with the technology harmonisation process requirements.

Additional meetings (for RT priorities/ESTER, non dependence lists etc.) will be organised as required.

## MAIN ACRONYMS USED

- ASD: Aeronautics, Space & Defence industries association

- EC: European Commission
- EDA: European Defence agency
- ESA: European Space Agency
- EU: European Union
- FP: Framework Programme (of the EC)
- R&T: research and technology
- SRTC: Space Research and technology Committee
- THP: Technology Harmonisation Panel
- TPWG: Technology Policy Working Group
- JTF: Joint Task Force (an EDA/EC/ESA initiative)
- ESTER: European space technology requirements (maintained by ESA)