

User Advisory Committee (UAC)

Core Committee quarterly meeting

September 12, 2024

3:00 – 4:15 pm EDT

Agenda: See attachment 1

Attendees: See attachment 2

Presentation: See attached 3

Doug Matson opened the meeting, thanked everyone for attending and shared the agenda.

a) Lessons learned from ISSRDC UAC public meeting.

Other than the lessons already listed on slide 3, these additional comments were provided:

- Expectations of the panel should better clarified prior to the meeting,
- Collecting inputs from the audience worked well using the QR code/app approach. The same approach should be used again in the future to gather audience responses to questions on other topics.
- Audience responses would be more beneficial if the UAC had the opportunity to ask clarification questions before or shortly after the meeting adjourns.

Action: Future UAC public meeting agendas that include audience responses should include time for clarification discussions. Actionee: M. Ruether

- The font on the presentation was often too small for many in the audience to read. Ensure font size is appropriate for the size of the projection screen and encourage the audience to sit closer to the screen.

b) Action plans for the results from the ISSRDC 2024 UAC public meeting.

The UAC received responses from the audience to a question from each UAC subcommittee via the QR code/app. The all responses were provided to the subcommittee chairs with a recommendation to formulate actions to address the most relevant responses. The following subcommittees provided status on their action plans:

- The CSP committee assigned an action to their UAC members to review all questions and audience responses and recommend actions at the next CSP monthly on 9/24.

- The Tech Dev committee suggested creating knowledge transfer documents such as users guides, etc. that would provide helpful information to the emerging user community.
- The Science committee met on 9/6 and is working on recommendations associated with the audience responses.

c) UAC current membership and look ahead to 2025 membership and chair assignments.

Action: M. Ruether to update an affiliation type code on the current UAC membership chart.

D. Matson announced his plans to retire at the end of the year and hinted he would step down as the UAC Chair at that time.

Action: CASIS to work on a suitable replacement for the UAC Chair position by the end of 2024.

Ron Joslin has also indicated his desire to step down as the Science committee chair at the end of the year. He is working within the science committee to recommend a suitable replacement and transition plan.

Succession planning within the committees is encouraged to prepare for the next round of leaders and ensure continuity as leadership assignments transition.

d) UAC webpage updates

The changes to the UAC webpage were noted on slide 7.

e) UAC Events Calendar pilot period feedback.

The UAC Event Calendar now includes regular meeting times for Education (bi-weekly), CSP (monthly), UAC Core team (quarterly), plus the ISSRDC and ASGSR conference dates. Tech Dev plans to add their monthly meeting dates to the calendar soon.

f) NASA LEO Microgravity Strategy comment period

R. Lugo shared his take-aways from his discussion with Robyn Gatens, NASA ISS Program Mgr., about the LEO Microgravity Strategy. The released document is “what” the strategy looks like but not the “how” the strategy would be implemented. A NASA inner-agency working group is expected to release a document in October/November that would address the goals and objectives of a LEO Institute that would be responsible for the management of the LEO microgravity activities. NASA

also plans on giving an update on the LEO Microgravity Strategy at the International Astronautics Congress (IAC) in October.

NASA is accepting comments on the Strategy through September 27th.

g) Agenda topics for the UAC public meeting at ASGSR in December.

The question was asked, “Who is the audience at ASGSR?” The ASGSR audience was described as primarily the science community, but there is a strong link between the ASGSR community and the ISSNL. There is also a significant outreach effort to students -- both high school and college-age.

Suggestions for the conference:

- The UAC presentation should include a schedule of the upcoming research solicitations and a couple of charts as a sales presentation promoting the UAC to the ISS user community.
- It was also suggested that a poster award contest targeting the younger audience would be a way to increase recognition of the UAC and the ISS user community.

Action: M. Gittleman to discuss poster award contest ideas with the CSP committee.

Action: R. Lugo to discuss poster award contest with the ISSNL Chief Scientist Office.

- NASA is expected to release an update to the LEO Microgravity Strategy in November with possibly another opportunity to comment. If so, what are the questions on this topic we could ask the ASGSR audience via the QR code/app?

Action: What are the best questions associated with the NASA LEO Microgravity strategy to ask the science community during the UAC public meeting at ASGSR?

Actionees: UAC subcommittees.

h) User Community plans/actions in 2025 to prepare for transition from ISS to CLDs.

M. Gittleman shared that the CSP team feels strongly that the ISS to CLD transition is so critical to the future of the user community that it should be an agenda item at all UAC meetings.

R. Lugo stated that the ISSNL is planning a strategy meeting before the end of the year and requested a list of the best questions from the UAC to address this topic. The ISSNL goal is to avoid any gap between the ISS and CLDs.

Action: All subcommittees provide their list of critical questions on this topic to D. Matson and M. Ruether by TBD.

It was also noted that non-human-tended platforms will likely emerge before human-tended platforms.

i) What criteria should be used to decide when research “graduates” from ISSNL funding?

Given the growing user community and the continuing constraints to funding for research, the ISSNL is in the process of formulating this criteria to use on future solicitations and is requesting UAC input given the direct impact on the user community.

D. Matson stated that he challenged the UAC Science committee with this question at their monthly meeting on 9/6.

Action: UAC to provide recommendations to ISSNL on research graduation criteria by TBD.

j) UAC upcoming events

R. Lugo suggested the 2025 UAC Annual Planning meeting occur as a face-to-face meeting with a recommendation it be held in either Florida or Washington DC area and target a date in January.

Action: M. Ruether to schedule a date and location for the 2025 UAC Annual Planning meeting.

Meeting adjourned at 4:15 p.m.

Doug Matson
UAC Chair

Attachment 1

2024 UAC Core Committee September Quarterly Meeting Agenda

- a. Lessons learned from ISSRDC UAC public meeting.
- b. Action plans for the result from the ISSRDC UAC public meeting.
- c. UAC current membership and look ahead to 2025 membership/chair assignments.
- d. UAC webpage updates.
- e. UAC Events calendar pilot period feedback.
- f. LEO Microgravity Strategy comment period.
- g. Agenda topics for UAC public meeting at ASGSR on 12/4/24.
- h. User Community plans/actions in 2025 to prepare for transition from ISS to CLDs.
- i. What criteria should be used to decide when research “graduates” from ISSNL funding?
- j. UAC upcoming events.

Attachment 2

Attendees:

Ray Lugo	CASIS CEO
Dave Radzanowski	CASIS Board of Directors, Chair
Mark Ruether	CASIS Strategic Planner, UAC Liaison
Doug Matson	UAC Chair
Mark Gittleman	UAC Commercial Service Provider Subcommittee Chair
Henry Hanson	UAC Tech Development Subcommittee Chair
Stephen White	UAC Educational Outreach Subcommittee Chair