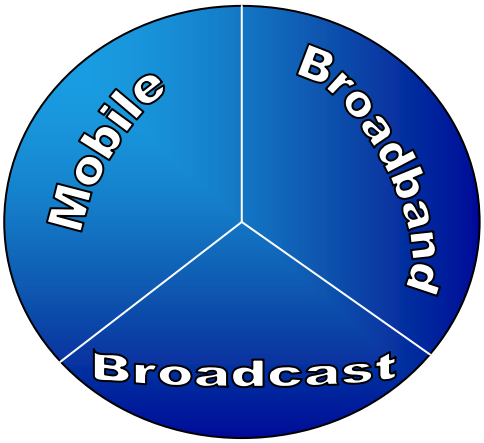
Governance and constitutional arrangements



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1. The ISI General Assembly

1.1 The General Assembly is a meeting open to all official ISI members. External organizations can be invited as observers on a case by case basis. Official representatives of the European Commission, EU Parliament, EU Council, Member States, European Space Agency, and National Space Agencies are permanently invited as observers to the meeting.

1.2 Official ISI members are defined as those entities which have signed the ISI Vision Statement and provided the necessary contact and other details. The definitive list of ISI members is kept by the ISI Secretariat.

1.3 The General Assembly must meet at least once each year. Additional meetings may be convened as necessary by decision of the ISI Steering Council. The meeting is chaired by the ISI Chairperson.

1.4 General Assembly decisions are taken normally by consensus. Where a vote is necessary, decisions are made by a simple majority of the ISI members present and voting, except in the case of proposals to change the constitutional arrangements of ISI. In such cases, a majority of 75% of ISI members present and voting shall be required for a positive decision to be taken. In the event of a dispute as to whether a matter relates to constitutional arrangements or not, the Chairperson's ruling shall be final.

In the event of a decision by voting, each ISI member represented at the General Assembly has one vote.

1.5 The General Assembly has the following responsibilities:

- To elect the Chairperson of ISI.
- To elect the Vice-Chairperson of ISI.
- To elect the members of the ISI Steering Council.
- To elect the Leaders of ISI Working Groups.
- To make decisions regarding ISI's Constitutional Arrangements.
- To approve the overall forward plan for ISI.
- To review and approve changes to ISI's Strategic Research Agenda.
- To receive and approve an annual report from the Steering Council on its main activities, financial matters, and any other matter of importance including plans for the future.
- To receive and approve an annual report from each ISI Working Group on its main activities over the past year, and its plans for the coming year.

2. The Steering Council

2.1 The ISI Steering Council shall consist of 18 ISI members elected by the General Assembly, plus the ISI Chairperson and one Vice-Chairperson, plus 2 observers (1 appointed by the European Commission and 1 appointed by the European Space Agency), plus all ISI WG leaders, who will act

as Observers, will receive all the information distributed to ISI SC and will participate in the ISI SC meetings but without voting right.

2.2 Steering Council elections shall take place bi-annually. Existing members of the Steering Council will be entitled to stand for re-election.

2.3 The ISI Chairperson shall be responsible for convening and chairing meetings of the Steering Council.

2.4 In addition to the ISI Chairperson and the Vice-Chairperson, the Steering Council shall be composed as follows:

- 5 members of the Steering Council will be from manufacturing industry (IND).
- 5 members of the Steering Council will be from network operations and service provision (SNO).
- 4 members of the Steering Council will be from the SME[1] community (SME).
- 4 members of the Steering Council will be from research institutions and academia (RES).
- 1 observer in the Steering Council will be appointed by the European Commission.
- 1 observer in the Steering Council will be appointed by the European Space Agency.
- ISI WG leaders as observers.

ISI Members are entitled to propose their candidature within their own category, and shall vote for candidates within their own category (IND, SNO, SME, RES). The number of votes per organization equals the number of chairs to be elected within their own category.

In proposing a candidature, an entity must specify the name of the official representative that will serve in the ISI Steering Council and of his/her Deputy. The representative shall be entitled to make decisions on behalf of his/her entity.

In electing members of the Steering Council, the General Assembly shall endeavour to ensure that there is broad representation from the EU Member States.

2.5 A quorum for a valid meeting of the Steering Council will be 9 members plus the Chairperson.

2.6 Steering Council decisions are taken normally by consensus. Where a vote is necessary, decisions are made by a simple majority of the Steering Council members present and voting. In the event of a decision by voting, each Steering Council member shall have one vote. The Chairperson will only have a vote in the event of an equal number of votes being cast for and against a proposal by Steering Council members: in such a case the Chairperson shall have a casting vote.

2.7 When serving as Steering Council members, Steering Council members are required to act in the best interests of ISI.

2.8 The Steering Council has the following responsibilities:

- To assist the Chairperson in the effective running and operation of ISI.

[1] SME definition according to Official Journal of the European Union 2003/361/EC of 20.5.2003, p. 36.

- To ensure that ISI has the necessary support services, such as Secretariat, website, etcetera.
- To make decisions regarding any financial and contractual matters relating to the operation of ISI.
- To report annually to the General Assembly on its activities.
- To provide the interface between ISI and the Member States Mirror Group.
- To provide the interface between ISI and the European Space Policy Board.

3. ISI Working Groups

3.1 ISI will establish a number of Working Groups to progress specific issues which are important to its mission and for the successful implementation of the ISI Strategic Research Agenda.

3.2 ISI may change its Working Group structure, roles and responsibilities in the future; it may create new Working Groups or close existing Working Groups. In the first instance, decisions on these matters will be the responsibility of the Steering Council. However, such decisions will be subject to final ratification by the General Assembly.

3.3 Each Working Group shall be led by a representative of an ISI member, elected by the General Assembly. Each Working Group Leader shall be assisted by a Working Group Vice-Leader, also elected by the General Assembly.

3.4 Working Group Leaders elections shall take place bi-annually.

3.5 The initial set of ISI Working Groups is defined below:

3.5.1 **Regulatory & standards** Working Group:

The Working Group has the following **objectives**:

- Identify the regulatory issues that may affect the deployment of future SatCom
- Identify potential barriers in relevant European standardisation organisations for ISI members to smoothly develop standards for future SatCom systems, services and applications.

The **responsibilities** of the Working Group are:

- Monitor the activities and events of regulatory and standardization bodies of interest for the ISI membership.
- Promote and coordinate actions to be performed towards regulatory and standardization bodies to support ISI objectives. Specific technical contributions to standardization bodies would be conducted under the R&D Working Group.
- Promote the production of ISI position papers and other contributions to regulatory and standardization bodies.
- Create and maintain an active liaison with relevant regulatory, standardisation and spectrum entities, bodies and organizations which may conduct work of interest to ISI, including FP7 and other projects (FI PPP,

Celtic-plus) working in the satellite domain, on regulatory and standardization issues..

- Inform to the ISI community (individual members and collective representation from ISI) on opportunities for participation in organizations and meetings of interest.
- Maintenance of a repository on relevant standardization and regulatory bodies, organizations and committees as well as a list of events of interest to ISI members

3.5.2 **Market & SatCom solutions** Working Group:

The Market and SatCom solutions Working Group has the following **objectives**:

- Identify the positioning of future SatCom solutions in 3 domains: Security, Broadband for all, Future Internet (including hybrid solutions).
- Provide related recommendations for:
  - Missions and user needs (e.g. ISICOM)
  - Identification of relevant R&D themes

The **responsibilities** of the Working Group are:

- Identify the trends in mission requirements, services and applications associated to the domains.
- Consolidate these trends with the appropriate user groups
- Create and maintain liaisons with:
  - Relevant user & industry groups: e.g. PSCE forum, Broadband forum, FIA.
  - Relevant cluster groups organised by the European Commission

3.5.3 **R&D** Working Group

The Working Group has the following **objectives**:

- Maintain and update ISI strategic Research Agenda and ensure its implementation.

The **responsibilities** of the Working Group are:

- Define, maintain and promote and monitor the implementation of the strategic research & innovation agenda of the European SatCom Industry.
- Ensuring that the key priorities of the SRA are acted on and progressed.
- Monitoring R&D project opportunities.
- Coordinate SatCom related EC R&D project proposals:
  - Facilitate complementarities between EC R&D project proposals (e.g. ICT, Space and security within FP7).
  - Issuance of ISI labels on project proposals.
- Identify and prioritise European SatCom industry's research and innovation, in line with inputs for WG Market and SatCom solutions
- Coordinate and foster common technical inputs from ISI Community to relevant standardization bodies, when related to research projects or innovation initiatives.

- Support and advice to the EC, ESA and other entities regarding future research programmes.
- Liaise with relevant R&D financial institutions: EC DGs (Infso, Entreprise, Research), ESA, National Space Agencies, CELTIC, and others

3.5.4 **Policy and promotion** Working Group

The policy and promotion Working Group has the following **objectives**:

- Promote the need for financial support for European SatCom industry's research and innovation activities towards the European institutions.
- Promote the ISI activities, including the ISICOM programme.

The **responsibilities** of the Working Group are:

- Monitoring of European policies: Position papers in response to relevant SatCom related proposed policies.
- Support the organisation of SatCom events in Europe with content/agenda definition
- Survey on SatCom related competence (SMEs, Research centres and Manufacturers), education, training in Europe.
- Create and maintain liaisons with:
    - Relevant European commission entities: e.g. DG INFSO, DG ENTR, etc.
    - Relevant European Parliament committees and inter-groups.
    - Related groups: e.g. ESOA, Eurospace, ESPI, Kangaroo Group
    - Space agencies: ESA, national entities.

3.5.5 **ISICOM** Task Force

The ISICOM Task Force is an ad-hoc Working Group created with the following objectives:

- Propose the ISICOM program initiative:
    - In line with the recommendations and inputs of the market and SatCom solutions WG.
    - Including mission and capacities, architecture and roadmaps.
- Prepare and propose the elements needed for ISICOM related communication towards EC and ESA.

The Task Force will produce the necessary documents as well as create liaisons with relevant bodies, with particular focus on potential funding agencies in Europe such as the European Investment Bank and other organizations.

3.6 All Working Groups will address the full range of SatCom applications and services, including mobile, broadcast and broadband/fixed services, for both commercial and institutional markets, including in particular Security applications.

3.7 All Working Groups will be responsible for building good working relations with other groups outside ISI having common interests, e.g other Technology Platforms, user and standards fora, regulatory bodies, Galileo, GMES etc...

3.8 The Leaders of the Working Groups will co-operate together as necessary to progress matters of common interest which affect more than one Working Group.

3.9 Each Working Group Leader will report annually to the General Assembly on the activities and future plans of their Working Group.

3.10 Each Working Group Leader will report quarterly to the ISI Chairperson on the activities and future plans of their Working Group.

4. The ISI Chairperson and vice-chairperson

4.1 The ISI Chairperson as well as the vice-chairperson must be a representative of an ISI Member. He or she are elected bi-annually, by the General Assembly.

4.2 The term of office of the Chairperson and vice-chairperson is two years. An existing Chairperson or vice-chairperson can be re-elected for more than one term.

4.3 When serving in the role of Chairperson and vice-chairperson, both are required to act in the best interests of ISI.

4.4 The ISI Chairperson has the following responsibilities:

- To convene and chair meetings of the General Assembly.
- To convene and chair meetings of the Steering Council.
- To convene and chair meetings of the Mirror Group.
- To approve the agendas for meetings of the General Assembly, the Steering Council, of the Mirror Group.
- To direct the work of the ISI secretariat.
- To oversee the activities of the ISI Working Groups.
- To be the formal representative of ISI externally (this task may be delegated on a case-by-case basis at the discretion of the Chairperson).
- To sign documents, agreements and contracts on behalf of ISI.
- To approve ISI press releases and other external publicity relating to ISI.
- To ensure that decisions of the General Assembly and the Steering Council are acted upon.

4.5 The ISI Vice-Chairperson will have the main role of substituting the Chairperson in case ISI Chairperson is not present or available, and in these cases will assume the same responsibilities and duties.

5. The ISI Secretariat

5.1 ISI will operate a Secretariat, which will have the following functions:

- To ensure that ISI meetings are properly prepared, organised and managed.
- To ensure that meeting reports are produced, approved and disseminated promptly, and that action points are followed up.
- To manage, edit and disseminate major documents produced by ISI.
- To support the effective and open governance of ISI, including managing the nominations and election processes for ISI officers, keeping the membership informed, liaison with ISI officers on governance issues.

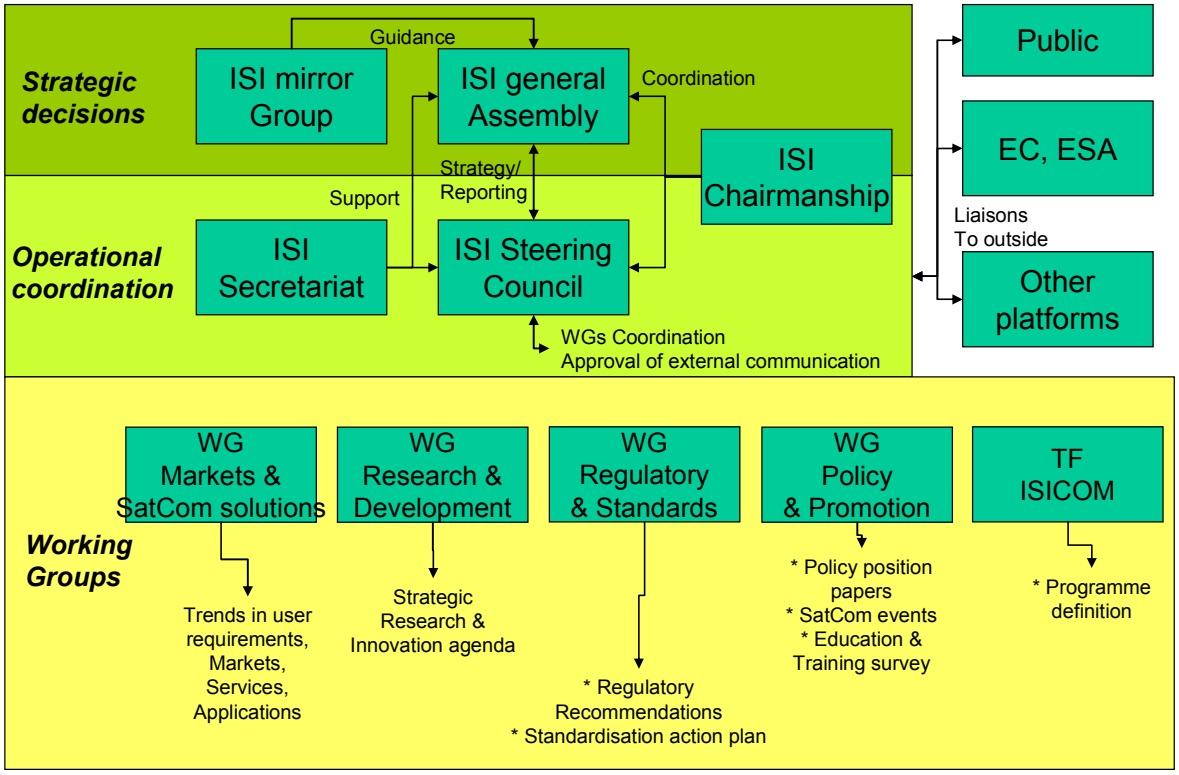
5.2 The work of the Secretariat will be directed by the Chairperson of ISI.

6. Other matters

6.1 Membership Fees: ISI does not currently charge any fee for membership. However ISI may implement a system of membership fees in the future: the revenue raised would be used to help finance ISI's operating costs. Any future system of membership fees will be scaled according to the size and nature of ISI member organisations, as well as other relevant factors. Final decisions regarding membership fees shall be taken by the General Assembly.

7. Organization structure

7.1 In the following figure the ISI governance structure is presented including the dependences among the different bodies that are part of it.



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