

TERMS OF REFERENCE

ADVOCACY AND LIAISON COMMITTEE OF THE SOUTH AFRICAN COUNCIL FOR SPACE AFFAIRS

ADOPTED BY THE COUNCIL AT ITS 7TH MEETING ON 20 AUGUST 2012

1. AIM

1.1 To provide for establishment of an Advocacy and Liaison Committee (hereafter referred to as the ALC, or the Committee) of the South African Council for Space Affairs (hereinafter referred to as the Council or SACSA) that will support the activities of SACSA as it relates to Space Affairs in terms of the Space Affairs Act No. 84 of 1993 as amended in 1995 (herein after referred to as the Act).

2. STATUS OF THE COMMITTEE

2.1 In terms of Section 8(1) of the Space Affairs Act no.84 of 1993, *“the Council may from time to time establish such committees as it may deem necessary, to assist it in the performance of its functions, and may appoint any person as a member of such a committee even if such person is not associated with the Council.”*

2.2 SACSA, at its 4th meeting of 2012, called for three committees to be established, of which the Advocacy and Liaison Committee is to be one of the committees as envisaged in the 2011-2014 SACSA Strategic Plan.

3. SCOPE

3.1 One of the objects of the South African Council for Space Affairs (hereafter referred to as the Council) in terms of the Act (Section 5 (h)) is *“to provide for the appropriate and widest possible dissemination of information”* of its activities, subject to confidentiality limitations, and *“to perform any other activity with a view to contributing to the effective achievement of the objects of the Council.”*

3.2 The mandate of this Committee is to work with government entities, industry and other entities that promote space awareness and to ensure that the Council and its activities are well known and understood.

3.3 This Committee may further structure its activities through two subcommittees:

(a) Government Liaison Subcommittee

To provide an inter-Departmental forum for SACSA to liaise with other Government Departments and public sector entities.

(b) Industrial Liaison Subcommittee

To deal with matters relating to the aerospace industry and to provide a platform for SACSA to liaise with that sector.

4. CONSTITUTION

- 4.1 The Council will identify and appoint Advisory Committee members and a Chairperson.
- 4.2 The Committee will comprise 6 - 10 members, of which at least 3 members must be SACSA members.
- 4.3 The Committee may recommend to Council for their consideration, additional Committee Members who are not members of the Council, and who do not become members of the Council by virtue of serving on a Council Committee.
- 4.4 The Committee shall reach its decisions by consensus.
- 4.5 The Committee acts only in an advisory capacity to the Council. Decisions of the Committee are therefore not decisions of Council, which will reach its own decisions on inputs and advice provided by the Committee.
- 4.6 The Department of Trade and Industry will provide secretariat services to the Committee.

5. OPERATING PROCEDURES

- 5.1 The Chairperson of the Committee will report to the Council meetings on the activities of the Committee as and when required.
- 5.2 The Committee will meet to deliberate on matters on the agenda as may be required from time to time by the Council.
- 5.3 Valid reasons for none attendance of meetings will be stated and noted at the meeting.
- 5.4 The Committee may appoint Specialist Working Groups amongst its Members to address specific issues referred to them by the Committee.
 - (a) The Specialist Working Groups shall be chaired by a Committee member who is also a member of the Council.
 - (b) Each Specialist Working Group will establish its own method of work and work plan to address the task(s) assigned to it.
 - (c) The Chair of the Specialist Working Group will report the Working Group's results and present its recommendations to the Committee.

6. REMUNERATION OF COMMITTEE MEMBERS AND COST RECOVERY

6.1 Committee members who are not in the full-time employment of the State or a State institution shall be paid such remuneration and allowances as the Minister of Trade and Industry may determine.

6.2 Committee Members who are in the full-time employment of the State or a State institution shall be compensated for any costs incurred in the attendance of meetings of the Committee.

7. CONDUCT

7.1 It would be considered unprofessional to misuse information gained at the Committee meetings for material or personal benefit by either an individual serving on the committee or by the particular sector being represented.

8. TERM OF THE COMMITTEE

8.1 The term of the Committee shall be commensurate with the term of the Council and it will ipso facto cease to exist when the term of the appointing Council expires.

8.2 Council reserves the right to dissolve the Committee before the end of the term of Council.