

UAC Summer Meeting Agenda

(1) Welcome and brief introduction to CASIS staff: Ray Lugo CASIS CEO

- Mark Ruether
- Laurie Provin
- CASIS staff in attendance

Brief intro to UAC representatives: Douglas Matson – UAC chair

- Nicole Wagner – Applied R&D subcommittee chair
- Mark Gittleman – CSP subcommittee chair
- Stephen White – Educational Outreach subcommittee chair
- Ron Joslin – Science subcommittee chair
- Henry Hanson – Tech Dev subcommittee chair

(2) Planning for our Monday July 29 afternoon in-person Public Meeting at ISSRDC Boston

(3) Update on UAC function (goals, objectives, priorities, and expectations)

(4) UAC Communications

Review of our UAC website (purpose, utility, updates, feedback)

Introduction of new Outlook calendar

(5) Discussions on the need for consensus and a united directive to Ray on issues



ISSRDC – Afternoon of Day 1 July 29th Boston

Past public meetings involved

- Introduction of subcommittee chairs to the community
- Opportunity to recruit new members
- Panel discussion by Educational Outreach

Past format and logistics structured around

- Mixed in-person/remote (A/V support required)
- Table at front of room for panel seating

Issues to decide

- Agenda
- Meeting time/duration (afternoon)
- Logistics
- Room Layout
- Audio/Video requirements

Notes from CSP Subcommittee on potential discussion topics at ISSRDC

1. The latest thinking on a national lab post-ISS. Everyone understands that the answer is “no one knows”, but we think greater transparency regarding current thinking, various activities, who is doing what to get to an answer, etc. would be useful.
2. Questions regarding how NASA and the ISSNL think the CSPs and CLDs should work together.
3. How the CSPs can make their voices heard in the ongoing policy discussions around these questions
4. Appropriate and consistent messaging to the research community regarding questions 1 & 2 above.



UAC Function

CASIS has provided an update to the UAC mission which has been approved in March 2024

The ISS National Lab UAC shall be an advisory body to the CASIS Chief Executive Officer (CEO)

The UAC shall:

- Review and provide inputs on prioritization and selection processes.
- Serve as an advocacy group for the ISS National Lab and its user community.
- Provide insight into the research goals of the user community.
- Provide recommendations for resolution of user community issues as well as improvements to the user experience.
- Respond to task assignments by the ISS National Lab to identify and assess enhancements that will increase functionality and utility for the user community.



UAC Function

Goals - *What long-term targets do we want to achieve?*

From the UAC Charter:

- Provide an organized framework and forum for interaction between the parties interested in [working with CASIS]
- Facilitate the availability and effective use of ISS National Lab for the research community

Objectives - *What are our measurable actions?*

- Conduct Quarterly meetings by each subcommittee with their stakeholders
- Conduct Core UAC public outreach meetings at ISSRDC and ASGSR to solicit input from the broader community
- Facilitate communicate between interested parties

Priorities - *What do we want to achieve on the short term?*

TBD

Expectations - *How are we moving forward toward achieving our goals, objectives, and priorities?*

From the UAC Website:

- seek input from the respective user communities,
- advocate for the users, and
- formulate advice for the UAC



UAC Communications

CASIS has been updating our public facing website (with outdated narrative removed).

<https://www.issnationallab.org/about/user-advisory-committee/>

The site includes a link to a UAC webpage that includes links to the following:

- a. the UAC Charter
- b. UAC membership and org-chart
- c. March Annual Planning Meeting minutes
- d. a page for each UAC subcommittee and
- e. an hour-long video clip that appears to be from the November 2021 UAC kick-off meeting.

Updates included:

- a. removing old narrative that addressed our ISS relationship with Russia following the invasion of Ukraine
- b. posting the latest version of the UAC charter (March 2024)
- c. updating the UAC membership for 2024

Proposed action:

Each subcommittee page has a mixed set of subcommittee meeting minutes – nothing more recent than 2022.

Given the old and inconsistent use of the UAC website, we should discuss future steps addressing

- a. structure of a website that will help the UAC achieve their desired goals and objectives
- b. ownership - identify a process for regular review and update of web content

Specific questions to address

- a. Archive past subcommittee agenda/minutes?
- b. Post upcoming subcommittee agenda?
- c. What other uses of this website could add value?



UAC Events Calendar in Outlook

At the request of several UAC subcommittee chairs, CASIS has initiated an events calendar containing:

- a. the ISSRDC and ASGSR conference dates where public meetings are planned
- b. the dates identified for Quarterly UAC core committee meetings
- c. recurring meeting times the CSP and Education subcommittees meet
- d. missing are dates for Science, Applied R&D, and Tech Dev subcommittees – is this an action item?

Features of Calendar

- a. intent is to share UAC meeting/event dates/time across the community
- b. same look and utility as a Personal Outlook calendar (demo)
- c. access controlled and maintained by originator (Mark Ruether within the CASIS domain)
- d. access for individuals outside CASIS domain controlled by CASIS IT

To share this calendar with UAC chairs/members

- a. the CASIS IT department would need to create and maintain a distribution list of non-CASIS individuals we would like to have shared access to this calendar; as a baseline, this would be all subcommittee members
- b. Mark has volunteered to maintain the list and update it as people come and go but input on whether it should be core committee (UAC subcommittee chairs) or the entire UAC is needed

Proposed Action

- a. the Outlook Calendar is another tool to achieve desired goals and objectives, what other events should be included?
- b. what is our plan to share the document outside the list of current subcommittee chairs or all members or public?



CASIS Forward Planning Presentation

Action from the March Annual Planning meeting.

Plan to share with the UAC Core Committee mid-June

Will record the presentation for Chairs to share with their subcommittees.

Topics:

- Research
 - Lines of Business
 - NLRA's
 - Workforce Development
 - PI Welcome Kit
 - Igniting Innovation
- Operations
 - IP Portal enhancements
 - PI Training
- Support
 - CASIS Website
 - ISS Facilities Dashboard
 - Annual Report key charts
 - Investment and economic analysis



Discussion topics

Enhancing communications

UAC need for consensus with united recommendations to CASIS CEO

Promoting UAC membership and recruiting

