User Advisory Committee (UAC)

2025 Annual Kickoff meeting

January 15, 2025

9:00 am – 3:30 pm EDT

Agenda: See attachment 1

Attendees: See attachment 2

Presentation: See attached 3

Welcome and opening comments (9:00-9:15 a.m.) – Laurie Provin (CASIS Director of Strategic Engagement and STEM Programs)

L. Provin opened the meeting, thanked everyone for attending and shared the agenda. Incoming UAC Chair, Mark Gittleman, stated that he would like to see the UAC doing more to help influence policy and, given the uncertainties associated with the future transition from the ISS to CLD labs, he see this as a critical time for the UAC to take action. Gittleman also introduced Illana Raia and Rich Boling as the incoming chairs of the Education and CSP subcommittees.

ISS National Lab Update (9:15-10:30 a.m.)

Budget and Legislative Update – Paul Stimers (Partner, Holland and Knight, LLP)

P. Stimers provided a projection of what we may see in the legislative environment from the incoming administration and from new leadership in Congress and at NASA. Key takeaways from the discussion included the critical nature of space for U.S. economic and military security and that the U.S. should compete with other countries in the space environment with the things the U.S. does best -- collaboration and free market capitalism. Stimers also advised that budget projections in the near future would probably be flat at best. Programs that provide the U.S. with strategic value and are well managed have the best chance to continue to receive favorable funding.

CASIS 2024 Highlights – Ray Lugo (CASIS CEO)

R. Lugo gave an overview of the accomplishments of the ISSNL over the past year. M. Gittleman said the UAC will be asking CASIS for data and information that can help them communicate with stakeholders

about the important achievements of the user community and critical need to successfully manage the ISS to CLD transition.

Action: M. Ruether – CASIS to provide information to UAC to help with communication to key stakeholders.

NASA Update (10:40-11:00 a.m.)

ISS Program Update – Ryan Prouty (Manager, ISS Research Integration Office)

R. Prouty stated that incoming NASA leadership could make changes to agency goals and priorities and that Federal agencies, including NASA, anticipate a hiring freeze and budget challenges that will make it difficult for the ISS program as well as the user community to plan future activities. All options for the ISS could be considered -- include utilization without crew on board.

Microgravity Research Institute (MRI) Update – Christie Cox (Manager, ISS Utilization Division)

C. Cox provided the latest status on the development plans for the MRI. The MRI Request for Proposal (RFI) is expected to come out in mid-February 2025 in the form of a whitepaper. The Office of Space and Technology Policy (OSTP) is planning a "whole of government" approach to the Institute and will utilize the Microgravity Science Summits that occur twice per year to communicate future development plans. The most recent Summit occurred December 13, 2024.

Decision: The UAC should reach consensus on a response to the MRI RFI.

Action: M. Gittleman – UAC to generate a response to the MRI RFI and gain consensus from the UAC chairs.

UAC Updates (11:00 – 11:45 a.m.)

UAC goals and expectations for 2025 – Mark Gittleman (UAC Chair)

M. Gittleman shared his 2025 goals and expectations for the UAC – the same list that he shared at the ASGSR in December. He reiterated the need for a well-managed transition from the ISS to the CLDs that will minimize the impact on the space small business community. Further discussion led to recommendations that UAC leadership have a more frequent meeting cadence with actions/deliverables and to develop communication material the entire UAC will endorse for discussions with the decision-maker and stakeholders. Other discussions touched on project payment milestones that are outside the project's control (e.g. – ISS cargo flight assignments or delays) and consider other payment criteria (e.g. – financial wellness checks, etc).

Action: M. Gittleman – Establish a regular meeting schedule with the UAC Chairs with actions and deliverables, when appropriate.

Action: M. Gittleman – Develop a strategy and communication plan for the UAC to speak with one voice to the decision-making community (stakeholders) about ISS user community issues/concerns.

ISSNL Updates continued (12:30 – 12:55 p.m.)

Research graduation criteria – Ryan Reeves (CASIS Technical Director, Research and Innovation)

R. Reeves introduced the topic as a potential policy that the ISSNL may create this year. The policy would establish criteria that would be used to decide when research had matured to the point that further funding should be sought from sources other than the ISSNL. Since the policy would affect the user community, CASIS is seeking UAC inputs on behalf of the user community.

Additional discussion regarding whether an item produced in space using ISSNL resources may be sold on Earth at a profit, resulted in a statement by the R. Lugo that there is no ISSNL rule against it and that it might be acceptable under some circumstances. R. Prouty stated that NASA is developing new guidance on the subject.

Action: R. Reeves – Provide the UAC with an action statement and response timeline that would provide the user community an opportunity to comment on appropriate criteria for an ISSNL research graduation policy.

UAC Updates (12:55 – 2:15 p.m.)

Knowledge Sharing Initiative – Henry Hanson (UAC Tech Development Chair)

H. Hanson stated that the Tech Dev subcommittee is working on ways to help researchers new to the space-based user community to learn from the knowledge and experience of current or previous users. The discussion touched on many potential solutions such as additional lessons learned question in project final reports, establishing communities of practice, live or video interviews with users at various points during project development and flight, index of journals on this topic, workshops covering lessons learned for project teams not selected, etc.

Action: H. Hanson – Provide the UAC Chair with a few questions that researchers could answer in their final project report that would capture key lessons learned and unique experience and knowledge that would be useful to researchers new to the space-based user community.

Discussion: New results from the UAC public meeting at ISSRDC – Mark Gittleman

No new results were provided.

Discussion: Should the UAC continue to hold a public meeting at ASGSR? – M. Gittleman

The discussion touched on: scheduling the public meetings when more people can attend, making it clear that public meetings are open to the public, and posting questions in advance of the meeting for public response. M. Gittleman asked to clarify the purpose of the UAC public meetings to ensure any changes to the current approach align with the original purpose.

Action: M. Ruether – Clarify the purpose of the UAC public meeting(s) to ensure any changes to the current approach align with the original purpose.

Recruiting and onboarding new UAC members – Nicole Wagner (UAC Applied R&D Chair)

N. Wagner suggested that the UAC be more active in recruiting new membership and suggested a return to the methods used when the original UAC was established. Another suggestion was to add a "1-pager" to the PI Welcome Kit. A third suggestion was to consider if it makes sense to add a representative from the CLD organizations to the CSP subcommittee.

Action: M. Ruether – The ISSNL will put out a call to the current user community for volunteers interested in becoming a member of the UAC. Responses will be sent to the UAC Chair for consideration.

Breakout session: How can we make the UAC more effective? – Mark Gittleman

Attendees were asked to get together in small groups for a few minutes to brainstorm the topic then report their top recommendation to the entire group. Recommendations included:

- Assign specific actions, actioners, due dates and follow-up.
- Prioritize actions and focus efforts on higher priority actions.
- Establish regular cadence of communication between UAC chairs and across committees.
- Schedule UAC Chairs meeting prior to UAC public meetings.
- Have a stated purpose and expectations for each meeting.
- Include more student voices in subcommittee and public meetings.
- Enlist student assistance with the Knowledge Sharing initiative.
- ISS user feedback – what worked and what challenges did you encounter?
- Compile lessons learned from experienced users for new users.
- Continue to schedule UAC F2F meetings in conjunction with CASIS/NASA F2F meetings.
- Work toward consensus inputs to CASIS – including any notable dissenting opinions.
- Speak with one voice on important topics.
- Track inputs and report progress.
- More focus on high-level policy.

Workforce Development – Laurie Provin (CASIS Director of Strategic Engagement and STEM Programs)

Since the meeting was behind schedule, this presentation was deferred, but the UAC Education subcommittee Chair, Illana Raia, recommended the UAC change the title of the *Educational Outreach* subcommittee to the *Education and Workforce Development* subcommittee. The UAC accepted the recommendation.

<u>Decision:</u> **Change the title of the Educational Outreach subcommittee to the Education and Workforce Development Subcommittee.**

<u>Action: M. Ruether</u> – **Update all UAC documentation to reflect the title change from the Educational Outreach subcommittee to the Education and Workforce Development subcommittee.**

Zoom meeting with all UAC members (2:30-3:30 p.m.)

ISSNL Updates

UAC 101 presentation – Robbie Hampton (CASIS Director of Operations)

R. Hampton presented an overview of the ISSNL mission, vision, organization, key responsibilities, partners, customers and recent achievements along with the purpose, function and structure of the UAC.

ISS Research Facilities Directory – Phil Irace (CASIS Science Program Director)

P. Irace conducted a brief demonstration of how to navigate through the new web-based directory. There were no questions, comments or actions during this presentation.

Highlights from the UAC 2025 Kickoff meeting

M. Gittleman summarized the topics and key discussions of the day for the UAC members that joined the meeting at 2:30 p.m. and also provided the following context for the challenges facing the ISS user community: 1) the ISS end-of-life and the emergence of and transition to CLDs; 2) the physical gap of on-orbit structures, labs and equipment during that transition; 3) the business gap of skills, knowledge, experience and investors that will erode or vanish as flights opportunities decrease until the CLD market is attractive enough for current and new investors. A comment from the members suggested we continue to consider partnerships with universities given the funding and innovation they provide.

Wrap-up and closing comments:

R. Lugo and M. Gittleman thanked all attendees for their participation.

Meeting adjourned at 3:30 p.m.

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Mark Gittleman
UAC Chair

Attachment 1

2025 ISSNL UAC Annual Kickoff Meeting Agenda

9:00 **Welcome/Opening Comments – ISSNL CEO -Ray Lugo, UAC Chair – Mark Gittleman**

9:15 **ISSNL Update**

- CASIS 2024 Highlights, Solicitation Calendar – Ray Lugo
- Budget/Legislative update – Paul Stimers
- ISS flight opportunities update – Robbie Hampton
- Workforce Development – Laurie Provin
- Research "Graduation" criteria discussion – Ryan Reeves

10:15 **Break**

10:30 **NASA Update**

- ISS Program update – Ryan Prouty
- Microgravity Research Institute update – Christie Cox

11:15 **UAC Update**

- UAC goals and expectations for 2025 – Mark Gittleman
- Commercial Service Providers (CSP) 2025 initiative – Mark Gittleman

11:45 **Lunch**

1:00 **UAC Update – Continued**

- Knowledge Sharing initiative – Henry Hanson
- Results from UAC public meeting at ISSRDC (discussion) – Mark Gittleman
- Should the UAC continue to hold a public meeting at ASGSR? (discussion)
- Recruiting and onboarding new members – Nicole Wagner
- Breakout session: How can we make the UAC more effective? – Mark Gittleman

2:10 **Break**

2:30 **Zoom meeting with all UAC members**

- ISSNL updates
  - UAC 101 presentation – Robbie Hampton
  - ISS Research Facilities Directory – Phil Irace
- Highlights from the UAC 2025 kickoff meeting

3:30 **Wrap-up, closing comments, and adjourn**

Attachment 2

In-person attendees:

Ray Lugo   CASIS CEO

David Radzanowski CASIS Board Chair

Laurie Provin   CASIS Director of Strategic Engagement and STEM Programs

Robbie Hampton   CASIS Director of Operations

Paul Stimers   Partner, Holland and Knight, LLP (for his presentation only.

Rich Boling   UAC Commercial Service Provider Subcommittee Chair

Henry Hanson   UAC Tech Development Subcommittee Chair

Nicole Wagner   UAC Applied R&D Subcommittee Chair

Ryan Prouty   NASA - Manager, ISS Research Integration Office

Christie Cox   NASA – Manager, ISS Utilization Division

Missy Gard   NASA – Chief of Staff, ISS Program Office

Remote attendees:

Mark Gittleman   UAC Chair

Ron Joslin   UAC Science Subcommittee Chair

Illana Raia   UAC Educational Outreach Subcommittee Chair

Margaret Jenny   CASIS Board member

Mark Ruether   CASIS Strategic Planner, UAC Liaison

Ryan Reeves   CASIS Technical Director, Research and Innovation

Michael Roberts   CASIS Chief Scientist