

Center for the Advancement of Science in Space (CASIS) User Advisory Committee (UAC) 2024 Annual Planning Meeting

March 11, 2024

1:00 – 3:00 pm EDT

Agenda: See attachment 1

Attendees: See attachment 2

The meeting invitation included the following documents:

- A) 2024 UAC Annual Planning meeting agenda.
- B) FY23 CASIS Annual Report.
- C) ISS National Lab UAC Charter (released March 5, 2024).

Mr. Ray Lugo opened the meeting and thanked all attendees for joining the meeting and encouraged their questions and participation.

Laurie Provin presented the UAC membership chart. Efforts to replenish the membership for both the Science and Technology Development subcommittees are in work.

Action M. Ruether: Send membership chart (slide 5) to the UAC chairs.

Action M. Ruether: Update Mr. Mark Gittleman's organization affiliation to Aegis Aero Inc.

During the CASIS 2023 Annual Report presentation by Mr. Lugo, Dr. Ron Joslin asked to consider developing an additional chart that would show the trend of involvement of government agency participation in the ISS National Lab.

Action D. Blaettler/ C. Schwerer: Create a chart that represents the trend of government agency participation in the ISS National Lab.

During the ISS Flight Opportunities Update, Dr. Joslin asked about return flights from the ISS in 2025. Mr. Robbie Hampton stated there were two ISS cargo return flights planned for 2025.

During the ISS Facilities Dashboard Update, Mr. Gittleman suggested accelerating the completion of the Phase III (Commercial Facilities) activity of the Facilities Dashboard development to make it easier for Principal Investigators to locate the appropriate implementation partners.

Action D. Blaettler/M. Alafrangy: Accelerate the implementation of Phase III (Commercial Facilities) of the ISS Facilities Dashboard. Complete by September 30, 2024 with a status update at ISSRDC.

CASIS Board member, Margret Jenny presented Best Practices for Building Consensus. Her presentation summarized lessons learned from her experience leading a broad and diverse team across the aviation industry to prioritize actions to modernize aging airspace systems. Ms. Jenny offered her assistance to the UAC chairs as they formulate consensus processes and methodologies for the UAC.


During the Specific Task Assignment presentation, Mr. Lugo asked that each subcommittee prioritize the questions on slide 55 (Examples of potential task assignments). Several subcommittee chairs suggested that CASIS provide a brief presentation to their subcommittee teams that describes the current plans CASIS is implementing that can be used as a point of reference as each subcommittee discusses the relevant merits of these questions.

Action subcommittee chairs: Prioritize the questions on slide 55 of the presentation. Include any other questions your subcommittee deems relevant to the ISS National Lab user community.

Action M. Ruether: Coordinate the integration of an ISS National Lab current forward planning presentation for the UAC subcommittees.

Action M. Ruether: Coordinate a date for the presentation with each subcommittee.

Meeting adjourned at 2:45 p.m.

DocuSigned by:

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Nicole Wagner
UAC Applied R&D Subcommittee Chair

4/13/2024 | 00:13 AM PDT

Date

Attachment 1

2024 UAC Planning Meeting Agenda

- 1:00 pm** Welcome, Agenda Overview – Ray Lugo/Mark Ruether
- 1:05 pm** UAC 2024 membership, leadership – Doug Matson
- 1:15 pm** ISS National Lab updates:
- 1:15 pm CASIS Annual Report – Ray Lugo
Organizational Update – Ray Lugo
Strategic Planning efforts – Ray Lugo
 - 1:25 pm Budget/Legislative Updates – Laurie Provin
 - 1:35 pm ISS flight opportunities update – Robbie Hampton
 - 1:45 pm Solicitation calendar – Christy Schwerer
 - 1:50 pm ISS Facilities Dashboard – Phil Itrace
- 2:00 pm** Best practices for building consensus – Margret Jenny
- 2:20 pm** UAC expectations for 2024 – Mark Ruether
- 2:20 pm Charter update
 - 2:25 pm More specific tasks/projects to improve utility of ISS NL
 - 2:40 pm Calendar of events
- 2:50 pm** Adjourn

Attachment 2

Attendees:

Ray Lugo	CASIS CEO
Francisco Cordova	CASIS COO
Margret Jenny	CASIS Board Member
Dan Blaettler	CASIS Director of Research and Innovation
Robbie Hampton	CASIS Director Operations
Laurie Provin	CASIS Director of Strategic Engagement and STEM Programs
Mark Ruether	CASIS Strategic Planner, UAC Liaison
Christy Schwerer	CASIS Portfolio and Business Processes Program Manager
Phillip Irace	CASIS Science Program Director
Dr. Ron Joslin	UAC Science Subcommittee Chair
Nicole Wagner	UAC Applied R&D Subcommittee Chair
Stephen White	UAC Educational Outreach Subcommittee Chair
Mark Gittleman	UAC Commercial Service Provider Subcommittee Chair