

SPACE LEADERSHIP COUNCIL: Terms of Reference

1. Introduction

The Space Leadership Council (SLC) is the high level forum through which the space sector has engaged with Government between 2011 and 2015. These revised Terms of Reference (TOR) follow a review by the co-chairs of the Council during 2015. The purpose of the SLC is to assist ministers with responsibility for space in developing their strategic policy and supporting actions by providing expert inputs to set alongside advice from officials.

2. Responsibilities

The Council will set an ambitious vision for the future of the space sector. The Council will assist government in creating the conditions needed for the sector to grow. SLC will act as a knowledge exchange forum and offer clear and strategic advice to Ministers related to:

- the implementation of the National Space Policy and the Civil Space Strategy;
- supporting activities such as the Space Innovation and Growth Strategy;
- priorities for national and ESA investments;
- cross-Whitehall issues such as space security, spectrum and regulation;
- wider national, European and global science and industrial policy

The SLC will assist in achieving specific goals. Examples will include how to:

- Achieve the £25billion exports target and £40billion turnover target by 2030
- Secure the full range of technologies and capabilities to be able to design, build, launch and use space and satellite technology.

3. Membership

Membership of the Space Leadership Council shall comprise:

- The Minister of State for Universities and Science, Department for Business, Innovation and Skills (BIS) (co-chair);
- The Minister of State for Defence Procurement at the Ministry of Defence;
- The President of UKSpace, the industry trade association (co-chair);
- The Chief Executive of the UK Space Agency;
- The Chair of UKSpace, the trade association
- The Government Chief Scientific Advisor

And

- up to four senior additional representatives and/or officials from other Government departments and partner organisations to attend as required for specific agenda items, to be determined by the co-chairs at the preceding SLC meeting.

Membership shall be for an initial two year period and, subject to a satisfactory review of performance, may be extended for a further two years. Attendance at SLC meetings is a fundamental duty of core members. Alternate representation of members will not normally be permitted.

4. Ways of Working

The SLC will define a 2 year work plan of objectives, actions and issues.

The SLC will conduct a biennial review of its own effectiveness, Terms of Reference and membership with respect to its work plan.

The SLC will focus on strategic issues. Its work will be supported by the existing SLC working groups and the Agency's advisory structure which may be tasked with issues required to achieve the Council's goals.

The SLC may also establish ad hoc 'task and finish' working groups for specific issues.

4.1 Quorum

The SLC will be properly constituted when one of the co-chairs and two-thirds of the remaining members are in attendance. Of these, there shall be a Minister in attendance or in their absence, an authorised deputy.

4.2 Frequency and location of meetings

The SLC will meet twice a year, usually in London. The co-chairs may convene additional meetings and propose alternate venues as they deem necessary.

4.3 Administrative Support and Reporting

The SLC will be provided with administrative support by the UK Space Agency. BIS/UK Space Agency will produce minutes for each meeting including allocated actions and will circulate them to SLC members for comment within ten working days of each meeting. The agenda and any supporting papers will be circulated in electronic format to members and officials at least five working days before the Council meets.

4.4 Transparency

A summary of the SLC actions will be published on the UK Space Agency and UKSpace websites upon agreement of content by the co-chairs.

Terms of Reference: SLC Membership List

	ROLE	NAME	TITLE	ORGANISATION	RATIONALE
1	Co-Chair	Jo Johnson	Minister for Universities & Science	Department for Business, Innovation & Skills (BIS)	Co-Chair
2	Member	Philip Dunne	Minister of State for Defence Procurement	Ministry of Defence (MOD)	Common interests in science and technology base and space security
3	Co-Chair	Andy Green	President	UKSpace (trade association)	Co-Chair
4	Member	Dr David Parker	CEO	UK Space Agency	Responsible for all strategic decisions on the UK civil space programme.
5	Member	Steve Smart	Chair	UKspace (trade association)	Also Senior VP, CGI Ltd. (a Canadian/UK IT company with space interests)
6	Member	Sir Mark Walport	Government Chief Scientific Adviser	Government Office for Science	Advice on cross-government aspects of policy on science and technology
7-10	Up to four additional invitees	As appropriate	As appropriate	As appropriate	According to agreed agenda