

SOFIA International Summit (“Summit”) Charter

May 24, 2016

The SOFIA International Summit is jointly chartered by the National Aeronautics and Space Administration (NASA) and the Deutsches Zentrum für Luft- und Raumfahrt (DLR).

A. PURPOSE

The SOFIA International Summit (hereafter, the “Summit”) is an external science group that discusses, evaluates and comments on SOFIA’s scientific performance and provides feedback to the SOFIA program management of NASA and DLR, the bi-national SOFIA partners. The results of the Summit reflect the opinions of individual members and consensus opinion of the group is not required.

The purpose of the Summit is to provide a forum in which representatives from various external groups independently chartered by the different partnerships and institutions across the SOFIA program (see Table 1) and additional representatives of the U.S. and German science community discuss and assess SOFIA issues and topics that are of bi-national interest. The primary function of the Summit is to articulate the range of perspectives that are reflective of the U.S. and German science communities regarding SOFIA.

The Summit facilitates exchange of ideas and findings from these various groups, allows for additional information or perspectives to be presented that might have bearing on future policy-making, provides the opportunity to identify areas of shared ideas and common opinions, or the identification of any differing opinions among the constituencies. The Summit provides feedback of their findings and opinions to the convening authorities and to their external community groups.

The multiple groups represented at the Summit are chartered to review, among their other tasks, one or more of the following topics. The Summit addresses aspects of some or all of these topics on a broad, program-wide level:

- (1) Review the scientific operation and associated policies of SOFIA to ensure that SOFIA realizes maximum scientific productivity, efficiency and performance;
- (2) Provide input on strategic considerations in addressing general scientific and programmatic priorities with SOFIA;
- (3) Discuss issues that are of special interest and relevance within the bi-national context of SOFIA.

B. MEMBERSHIP

The SOFIA International Summit has 10 representatives drawn from the independently-chartered external groups and from the science community to ensure an approximate 80% U.S. to 20% German representation. The representation at a Summit meeting is:

- (1) SNOPAC Chair (or assigned delegate), serving also as Summit co-Chair
- (2) GSSWG Chair (or assigned delegate), serving also as Summit co-Chair
- (3) SUG Chair (or assigned delegate) representing the SOFIA user community
- (4) One representative from the German astronomical community as chosen by DLR
- (5) The remaining 6 representatives will be drawn from the existing U.S. external councils (SNOPAC and SUG) or more broadly from the astronomical community as chosen by NASA.

As a goal, and to allow for reasonable continuity, members of the Summit serve up to two consecutive two-year terms. Membership appointments are staggered so that approximately one-third of the members' term end every second year. In those instances where a member's term from their respective external council is shorter, the individual's Summit membership will be limited by the remaining term from the external council.

The Summit meetings are jointly chaired by the chairs (or their delegates) of the DLR and NASA Program councils (the GSSWG and the SNOPAC, respectively).

C. MEETINGS

The Summit meets twice a year either in person or by teleconference. The Summit may have additional teleconferences as needed at other times.

All sessions of a Summit meeting have open attendance and are not limited to just the Summit representatives.

Face-to-face meetings will be held in locations that alternate between the U.S. and German facilities supporting SOFIA operations, including NASA Ames Research Center, NASA Armstrong Flight Research Center Building 703, NASA Headquarters, and the DLR Space Management or the Deutsches SOFIA Institut (DSI). The Summit has a goal of having 20% of its meetings in Germany.

The Summit Chair and co-Chair jointly develop the agenda for the Summit meetings, in coordination and with the concurrence of NASA and DLR.

D. REPORTING

The Summit is jointly convened by, and formally reports to, the NASA SOFIA Program Manager and the DLR SOFIA Project Manager (e.g., the “convening authorities”).

The co-Chairs of the SOFIA International Summit will submit to the convening authorities within 30 days of the conclusion of each meeting a written report summarizing the discussions of the Summit, specifically identifying areas of shared ideas and concerns and those for which a range of opinions exist.

Reports of the Summit will be distributed by the convening authorities to all levels of SOFIA management as well as to associated stakeholders and will be posted for public dissemination. A consensus opinion of the group is not required.

E. SOFIA EXTERNAL COMMUNITY GROUPS

Three external community groups are affiliated with SOFIA, listed in Table 1 for reference. Their charters are independent of the Summit and can be changed/adjusted outside of this document. These SOFIA committees are established by and for various constituents within the SOFIA program. Excessive redundancy in activities between these various groups and the Summit is undesirable and will be avoided.

Table 1: SOFIA external community groups


Group	Chartered by:	Primary responsibility:
SOFIA Program Assessment Group (SNOPAC)	U.S. SOFIA Program (NASA)	Provide independent assessment of SOFIA to NASA SOFIA Program Office, from a U.S. community perspective.
SOFIA Users Group (SUG)	SMO Director (USRA)	Advises the SMO Director on matters related to data quality, observatory performance, and SMO policies.
German SOFIA Science Working Group (GSSWG)	German SOFIA Program (DLR)	Advises DLR management on SOFIA policies and activities from a German community perspective.

E. TRANSITION FROM PREDECESSOR SOFIA SCIENCE PROJECT COUNCIL

This Charter is effective with the first meeting of the SOFIA International Summit.

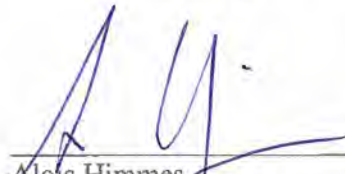
F. APPROVAL OF THIS CHARTER

This Charter is approved when the last signature is affixed.



Eddie Zavala
NASA SOFIA Program Manager

May 24, 2016
Date



Alois Himmes
DLR SOFIA Project Manager

May 25, 2016
Date