

Terms of Reference (TOR) of the Sentinel Asia Steering Committee (SC)

Draft based on FSC Members' Review (as of Oct 2015)

1. Establishment of the Steering Committee

- **The Steering Committee (hereafter referred to as 'SC') is the highest level committee for strategic management of Sentinel Asia (hereafter referred to as 'SA'). From 2015 to 2016, SC will be the advisory committee until its operation and function are established.**
- **Under the management strategy of SA defined in the SC, the Joint Project Team Meeting (JPTM) and related meetings are held to exchange information and to discuss on the implementation plan of SA activities among members.**

2. Roles and Purpose

The purpose of SC is to discuss and define the management strategy of SA for its sustainability and affordability on the use of space technology and applications to contribute to substantial disaster risk and damage reduction in Asia-Pacific region. The role of SC is to discuss and define strategic functions, including the framework and system, basic strategies, annual management policies, and financing plans.

3. Members of SC

(1) Members

SC consists of representatives of following SA's stakeholders*.

****Note: SA stakeholders***

JPT members, sponsorship and support organizations (countries), external experts authorized by SC.

[End user organizations] Disaster management organizations and/or disaster response organizations in SA member countries.

[Technical support organizations]

- ***Data Provider Node (DPN)***
- ***Data Analysis Node (DAN)***
- ***Technological, technical and intellectual support organizations for WGs, capacity buildings and activities of SA.***

[SA success story pilot countries and organizations] Pilot countries and/or organizations implementing social demonstration projects under the framework of SA.

[Secretariat body organization] Body organizations of SA secretariat (currently JAXA and ADRC)

[Host organizations (countries) of SA official meetings] Countries and/or organizations hosting and sponsoring SA meetings and events.

[Financial Supporting countries (organizations)] Countries (organizations) supporting the management of SA, and donor countries (organizations).

[Co-Chairs of the WGs] Co-chairs of the WGs selected from the JPT member organizations

[External experts] External experts other than SA and JPT appointed by a consensus of the committee, if necessary.

(2) Number of SC Members

Number of SC members is not expected to exceed 30.

(3) Selection of the SC members

SC members are nominated by secretariat in consideration of degree of contribution to the SA activities and approved at JPTM. SC could nominate members if necessary.

(4) Term of SC membership

The term of membership is for one year, from the annual SC meeting of the year to the next annual SC meeting.

(5) Cancellation of SC membership

In the cases below, the SC membership of the member is canceled by committee consensus regardless of the term of condition. The supplement will be appointed by the secretariat and be approved by the SC.

- i. Requested by the member itself to be released from the SC membership.**
- ii. The member is recognized not to be the stakeholder of SA.**

4. Authorities and Functions of SC

SC conducts the following activities based on a consensus of the committee members.

[Establish and revise long term strategy of the SA activities]

To discuss and decide a strategic long term plan of SA in collaboration with disaster management organizations and relevant entities and space agencies and relevant entities to maintain sustainability and affordability of SA project to contribute to disaster risk and damage reduction and disaster management in Asia-Pacific region.

[Development of SA's annual activity]

To develop an annual activity plan of SA such as annual meetings and host organizations, events, trainings and capacity buildings, success stories, emergency observation strategy, etc. The terms of the annual plan is from the beginning of April to the end of March next year.

[Review of SA's annual activity results]

To review previous year's activity results based on the strategic management plan and reflects the conclusions in the annual activity plan for the next year.

[Discussion and adoption of proposals from JPT members]

To discuss and adopt proposals from JPT members offered through annual meetings and activities.

[Maintain and expand the JPT members and framework]

To maintain and expand the member organizations and framework related to the management of SA, such as JPT members, DPN, DAN, P-DAN, working groups, and cooperation with external frameworks and initiatives.

[Maintain and manage the finances of the SA project (TBD: in the future)]

To maintain the SA secretariat and set up and manage the financial plan of SA.

5. Decisions

Decisions of the SC meeting will be made by consensus of the SC members present in the meeting with the minimum participation of member, which is otherwise provided and by organizations substantially and financially affected by the decision (in case of a phone conference, members participating in the phone conference and organizations affected by the resolution).

6. Meetings

- (1) At least one SC meeting shall be held each year. Additional meetings can be held if necessary.**
- (2) Steering committee meetings can be held as phone conferences or as live WEB meetings.**

7. SC secretariat

The SA secretariat coordinates the SC meetings.

8. Election and tenure of the chairperson and vice chairperson

- (1) The chairperson and vice chairperson of the SC meeting are elected in the annual SC meeting. Their tenures are approximately one year (until a new chairperson and vice chairperson are elected at the next SC meeting).**
- (2) The chairperson has the authority to convene SC meeting in case of issue need to be discussed and make necessary decision.**

9. Report

(1) Report to JPT members

The secretariat will issue draft report (for review on the WEB) including decision made by SC meeting for review by the members within three weeks after the meeting, and disclose the final report to all JPT members (on the WEB) within six weeks after the meeting.

(2) Report to APRSAF

The chairperson of the SC will report the outcome of the SC to the nearest APRSAF

(as of 27 October 2015)