

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

### **1. Establishment of the Steering Committee**

**The Steering Committee (hereafter referred to as 'SC') is the advisory committee for strategic management of Sentinel Asia (hereafter referred to as 'SA') established in accordance with the Terms of Reference on the Joint Project Team for Sentinel Asia Step-3.**

### **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**

**In principle, SC will be composed of experts from JPT-3 Member Organizations of SA who have significantly contributed to SA or who are expected to contribute significantly to SA.**

#### **(2) Number of SC Members**

**The number of SC members is not expected to exceed 15.**

#### **(3) Selection of the SC members**

**SC members are nominated by the SA secretariat in consideration of degree of contribution to the SA activities. The initial members shall be approved at JPTM , and thereafter the update of membership will be delegated to the SC, provided however, in the event that either the secretariat or the SC deems it necessary for a person who does not belong to JPT-3 Member Organizations to be a SC member (such as a former staff member of Member Organizations who changed the affiliation or retired, or an external expert) in order to implement activities of Sentinel Asia Step-3, the SC membership of such person shall be approved by JPT-3 Member Organizations in accordance with Item 4 of the "Terms of Reference on the Joint Project Team for Sentinel Asia Step-3".**

#### **(4) Term of SC membership**

The term of membership is basically for one year, from the annual SC meeting of the year to the next annual SC meeting. The term may be extended for an additional year(s).

#### **(5) Withdrawal from SC membership**

In the event that the following cases occur to a member of the SC, such member will withdraw from the SC membership by the consensus of SC, regardless of the remaining term of membership. The replacement may be appointed in accordance with the Article 3 (3) hereof.

- i. Requested by the member himself or herself to withdraw from the SC membership.
- ii. The member is considered not to be the stakeholder of SA.

#### **4. Decisions**

(1) Decisions of SC meetings will be made by the consensus of the SC members present in the meeting.

(2) In the event that SC members are unable to attend the SC meetings, such members may nominate experts as their proxies by informing the secretariat thereof. The opinions expressed during the SC by the proxies will be regarded as the ones of SC members themselves.

#### **5. Meetings**

(1) At least one SC meeting per year shall be held. Additional meetings may be held if necessary.

(2) SC meetings may be held as phone conferences or as live WEB meetings.

#### **6. SC secretariat**

The SA secretariat shall coordinate the SC meetings.

#### **7. Election and tenure of co-chairpersons**

(1) The co-chairpersons of the SC meeting are elected among the SC members at the annual SC meeting. Their tenures are one year (until new co-chairpersons are elected at the next SC meeting) and may be renewed for an additional year(s)

**(2) The co-chairpersons have the authority to convene SC meetings set forth in the Article 5 hereof.**

## **8. Report**

### **(1) Report to JPT members**

**The co-chairpersons of the SC will report the outcome of the SC to JPTM for approval. In case such approval is deemed necessary prior to the JPTM, the SA secretariat will arrange either an online-based JPTM or email-based communication for approval. The secretariat will upload the approved report on the Sentinel Asia Webpage.**

### **(2) Report to APRSAF**

**The co-chairpersons of the SC will report the outcome of the SC to the nearest APRSAF**

(as of March. 2018)