

**Minutes
of
ISS National Laboratory
User Advisory Committee Full Membership Meeting**

Meeting Date: Friday, June 24, 2022 (Virtual)

Note: These meeting minutes are accompanied by the set of charts used for the meeting. The chart page(s) reference is included with each item.

Old Business

- In the latter half of the meeting, Laurie Provin, Director of Strategic Engagement for the ISS National Laboratory, presented updated information regarding the Commercial Service Provider (CSP) Minimum Allocation Policy. The policy addresses CSPs concerns about assured access to their commercial facilities. (Charts 26-29) All UAC members are encouraged to work with their subcommittee chairs to provide feedback about the CSP policy by Friday, July 22, 2022.
- Ms. Provin also provided an update about the revised UAC charter. She and Mr. Lugo noted that the charter is intended to evolve as the environment in which we operate evolves. Notable changes include the addition of succession planning for the UAC Chair, Subcommittee Chairs, and members, as well as allowance for up to eight members per subcommittee. UAC members are welcome to make suggestions through their subcommittees for additions/changes to the UAC charter at any time. (Charts 30-31)

New Business

- ISS National Lab CEO, Ray Lugo, addressed the attendees regarding the Government Accountability Office (GAO) report released on June 7, 2022. Mr. Lugo specifically addressed the four recommendations from the GAO: (Chart 3)
 - The NASA Administrator should ensure that the CEO of CASIS obtains input from the UAC regarding ISS National Lab resource allocation decisions.
 - The NASA Administrator should ensure that the CEO of CASIS works with the UAC to agree upon the types of data and information on past resource allocations that the UAC needs to support CASIS.
 - The NASA Administrator should ensure that the CEO of CASIS provides ISS National Lab users visibility into the entirety of CASIS's planned resource allocations, including the flight queue.
 - The NASA Administrator should ensure that the CEO of CASIS establishes a timeframe for finalizing a succession plan for the UAC that allows current and new members' terms to overlap.

- Mr. Lugo noted that the purpose of this meeting was to address these recommendations with the entire UAC to provide awareness as well as solicit questions and feedback.
- Robbie Hampton, ISS National Lab Director of Payload Operations, presented information on the ISS National Lab's Resource Utilization Planning System (RUPS), which had previously been presented to the UAC subcommittee chairs who requested the ISS National Lab present to the UAC in its entirety. The tool was developed by the ISS National Lab to meet the challenge of maximizing ISS National Lab resources. (Charts 4-15)
- Mr. Hampton also addressed the historic (FY19-FY21) utilization and projected resource allocation (FY22-FY24). (Charts 16-25)
- It was noted that the UAC will hold a public meeting on Monday, July 25, 2022, from 2:00 p.m. – 3:50 p.m. EST as part of the ISS R&D Conference at the Omni Shoreham Hotel in Washington, DC. The meeting will be a hybrid event. (Chart 33)

Actions:

- As result of a discussion during the meeting, the ISS National Lab has been asked to review the current Resource Request Form (RRF) process to determine if/how peer-reviewed projects submitted via RRF would be allocated resources. The ISS National Lab will review the process and then communicate to the UAC for comment and any proposed revisions.