

ANNEX F

TERMS OF REFERENCE OF THE SATCOM FORUM EXECUTIVE COMMITTEE

The function of the Forum Executive Committee (Forum-EC) is to conduct the sessional and intersessional business, as well as all other matters in support of the Chairperson's duties to meet the needs of the Forum members.

Terms of Reference

The specific tasks of the Forum-EC are to:

1. Assist the chairperson in the preparation of reports, and their submission, if needed, to the Secretariats of the co-sponsoring Organizations for distribution.
2. Annually review the functions and duties of the Forum and recommend any changes to the Chairperson for discussion and approval at the Forum Session.
3. Analyze the Forum budget, and advises the Chairperson.

Membership

1. The membership shall include:
 - i. Chairperson
 - ii. Vice-Chairperson
 - iii. Three additional members proposed by the Chairperson and elected by the Forum. These members will serve a term of 4 years with an optional 4-year appointment
 - iv. Representatives of the Forum sub-programmes
 - v. Representatives of the Secretariats of the co-sponsoring Organizations (presently WMO and IOC, ex officio)
 - vi. Representatives of Operators and service providers of Satcom systems (*ex officio*)
 - vii. Representatives of Satellite equipment manufacturers (*ex officio*)
2. Careful consideration should be made to ensure a proper mix that represents co-sponsoring Organizations Members/Member Nations/Member States, user groups, and subject matter experts.

Meetings

1. As necessary, the Chairperson will convene and organize all Forum-EC meetings. The meetings can be in person, or teleconference.
2. If decisions are needed by the Forum-EC as permitted/requested by the Forum Session or the Chairperson during the inter-session, the Forum-EC shall attempt to form a consensus on decisions. If a consensus cannot be reached in a timely manner, the chair may opt to make the decisions by election. -Elections for ~~these~~ decisions may be organized with a quorum consisting of at least four members of the Forum-EC, including the Chairperson or his nominated deputy.

2.1 The following members of the Forum-EC shall have a vote if a decision is made by election:

- i. Chairperson
- ii. Vice-Chairperson
- iii. The three additional members as defined under Membership 1.iii above

2.2 The following groups of members of the Forum-EC shall have one vote per group if a decision is made by election:

- i. Representatives of the Forum sub-programmes
- ii. Representatives of the Operators and service providers of Satcom systems
- ii. Representatives of Satellite equipment manufacturers

2.3 Where a single vote is held by a group of representatives, it is recommended that they come to a consensus of those who attend the meeting as to how they use their vote. If they cannot come to consensus, they should abstain from voting
