

INTERNATIONAL MARS EXPLORATION WORKING GROUP

Terms of Reference

1 – Understandings

The International Mars Exploration Working Group (IMEWG) is an international forum established with the goal to foster international co-operation in relation to the exploration of Mars. The IMEWG aims to foster, facilitate, and help co-ordinate international Mars exploration activities to be complementary with existing mechanisms used at national, bilateral, and multilateral levels by existing international organizations. These Terms of Reference are non-binding and do not create any legal obligations between or among the Plenary Members or Participants of the IMEWG. The IMEWG may evolve incrementally, as required, to meet the needs of international programs related to Mars exploration.

2 - The Purpose and Objectives of the IMEWG

2.1 Purpose

The purpose of the IMEWG is to provide an open forum for discussion to facilitate the development of international co-ordination relating to a comprehensive, coordinated, and sustainable international Mars exploration program.

2.2 Objectives

The objectives of the IMEWG are to:

1. Share information and plans relating to the development of national and international Mars exploration programs.
2. Encourage international co-operation and co-ordination in the development of Mars exploration programs.
3. Facilitate the interoperability of Mars exploration systems and minimize duplication.
4. Explore opportunities for collaboration and coordinated missions.

3 - Membership and Participation

3.1 Members

Membership in the IMEWG is open to any interested country, represented by the appropriate national space-related organization. In addition, membership in the IMEWG is open to any intergovernmental, regional, or international organization with an interest in Mars exploration, subject to approval by the Plenary Members, cognizant that such contributions are valuable to implementing the

IMEWG purpose and objectives. Organizations wishing to become Plenary Members of IMEWG may express their interest in joining the membership of the IMEWG through written notification by their relevant executive bodies or agencies to the Chair, stating their acceptance of the Terms of Reference and pending approval by the Plenary Members. The candidate can elect to sign an addendum agreeing to the Terms of Reference either in person or remotely via an electronic signature; full membership of the IMEWG Plenary occurs upon signature. All Plenary Members participate in the IMEWG equally.

4 - IMEWG Structures

IMEWG consists of:

- 4.1 The IMEWG Plenary Members
- 4.2 A Chairperson
- 4.3 *Ad hoc* bodies and sub-committees, as decided by the IMEWG Plenary
- 4.4 IMEWG Participants

4.1 The IMEWG Plenary

The IMEWG Plenary will be the decision-making body for all matters relating to the IMEWG. The IMEWG Plenary will consist of each space-related organization that signs the IMEWG Terms of Reference.

4.1.1 Membership of the Plenary

Each organization that signs these Terms of Reference will be an IMEWG Plenary Member and will be represented by a prime and/or back-up in IMEWG meetings and activities. Each Plenary Member may invite additional representation from within their organization or from an external groups, but each will only have one vote in decision making.

4.1.2 Responsibilities of the Plenary

The roles of the Plenary are as follows:

- 4.2.1 Providing a forum where IMEWG Members (Plenary and Participants) can provide updates on current and planned Mars exploration programs, national, regional, and international.
- 4.2.2 Developing an annual workplan, publishing an annual report, and any other products as developed through the workplan.
- 4.2.3 Developing and maintaining an IMEWG website through which the Plenary Members will disseminate IMEWG documents and records which are in the public domain.
- 4.2.4 Electing the Chairperson.
- 4.2.5 Establishing, updating, and adopting the Terms of Reference of IMEWG.

4.1.2.1 Electing the Chair

Elections of the Chair will be held at face-to-face IMEWG meetings. The process for electing a Chair is as follows:

1. Candidate Plenary Members able to serve as Chair shall be nominated by Plenary Members or self-nominated at will at least two months in advance

- of the IMEWG face-to-face meeting.
2. To be nominated as Chair, the Plenary Member shall:
 - a. be available to serve a two-year term; and
 - b. have previously demonstrated *regular participation*, defined as: membership for at least two years; and, active participation in meetings (virtual and in person).These qualifications are intended to ensure familiarity with IMEWG proceedings and strong continuity as leadership transitions from one Plenary Member to the next.
 3. If only one Plenary Member has been nominated, then voting will be by show of hands and/or by voice including votes from Plenary Members participating remotely. This vote will be made by acclamation in the affirmative (no negative or abstaining votes), with the Plenary Member elected by a simple majority (greater than fifty percent) returning an affirmative vote. If more than one Plenary Member is nominated, then votes will be by ballot, collected either in-person or through an electronic form. In this case, the Plenary Member will be elected as Chair with a plurality of the vote.
 4. In the event there is a Chair vacancy during the two-year term, any Plenary Member may call for nominations and a special election outside of the face-to-face meeting. In that event, votes will likely be by online ballot unless proximate in time to the face-to-face IMEWG meeting.

4.1.3 Decision-making of the Plenary

Decisions and recommendations of the Plenary will be by consensus of Plenary Members present. "Present" includes in person, by telephone, by video conference, or other practical means determined in advance. If consensus cannot be reached, a decision may be reached by a simple majority vote among Plenary Members.

4.1.4 Meetings of the Plenary

The Plenary will normally meet in-person annually. The Plenary will hold extraordinary meetings at the request of the Chairperson and with a simple majority of Plenary Members.

4.2 The Chairperson

The Chairperson is elected by the Plenary Members for a two-year term and can serve a maximum of two consecutive terms.

The Chairperson's roles include to:

1. Facilitate, prepare, and co-ordinate the updating of the workplan as directed by the Plenary Members.
2. Organize, prepare, and support meetings to establish plans, programs, and priorities.
3. Facilitate specific activities, generally expected to be an in-kind contribution from one or more Plenary Members.
4. Facilitate the addition of new IMEWG Plenary Members and Participants.
5. Provide annual reports on the activities of IMEWG.
6. Conduct the day-to-day administrative activities of IMEWG.

7. A report on IMEWG activities will be presented by the Chair (or his/her designate) at an international conference such as COSPAR, COPUOS, IAF/IAC, on a regular basis, at least once during his/her term.

4.4 Subsidiary Bodies

In order to ensure that decisions of the Plenary Members are based upon sound strategic, scientific, and technical advice, the Plenary Members may establish ad hoc committees.

4.5 IMEWG Participants

In the interest of inclusivity any intergovernmental or international organizations, or other relevant institutions involved in Martian exploration or research, can be invited by the IMEWG Chair to attend the IMEWG meetings or support IMEWG activities as Participants. Additionally, any Plenary Member can invite additional experts as required. Participants invited by Plenary Members are to be part of a Plenary Member's representation but do not necessarily reflect the position of that Plenary Member.

5 - Modifications

These Terms of Reference may be modified by the Plenary Members by consensus or, when necessary, by a simple majority vote. If all Plenary Members cannot be present to provide inputs to these Terms of Reference, a review period of one month at minimum will be allowed for Plenary Members to review and make inputs. If inputs are not received within the established timeframe, the changes will be presumed to be accepted by all Plenary Members.

6 - Meeting Venue and Costs

Meeting venues will be decided by the Plenary Members by consensus, upon proposal by one of the Plenary Members. The Plenary Member proposing to host a meeting will bear local administrative costs associated with holding the meeting.

7 - Travel costs

Any Plenary Member or Participant of the IMEWG will support the travel and living expenses of their representatives in all IMEWG activities.

8 - Withdrawal

Any Plenary Member may withdraw from the IMEWG by providing written notification to the Chairperson.

9 – Establishment, Review and Adoption

The IMEWG is established for a 10-year period and may be continued by consensus at a Plenary meeting for additional 5-year periods thereafter with an evaluation at the end of the third year to revisit its needs and assess its progress. These Terms of Reference are effective as of May 2023 as adopted by the IMEWG Plenary. Adoption of these Terms of Reference does not amount to a legally binding commitment but constitutes a declaration of best efforts.

Alessandra
Monerris Belda

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Alessandra Monerris Belda
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7 December 2023

Date

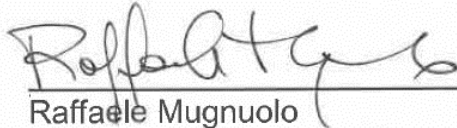
Dr Alessandra Monerris Belda
Director Space Enabled Services &
Science
Australian Space Agency



Dr Douglas Bock
Director, Space and Astronomy
CSIRO

28/6/2023

Date



Raffaele Mugnuolo
Science Mission Office Exploration,
Infrastructure, and Scientific Satellite
Unit
Italian Space Agency (ASI)

10/11/2023

Date

Laurence Lenoir
(Signature)

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Laurence Lenoir (Signature)
Date: 2023.12.13 15:32:51
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Laurence Lenoir
Director of the Space Department
Belgian Science Policy Office
(BELSPO)

Date

CARLOS GARCÍA
SACRISTÁN

Firmado digitalmente por CARLOS
GARCÍA SACRISTÁN
Fecha: 2023.05.30 12:19:35 +02'00'

May 30th, 2023

Carlos García Sacristán
Head of International Relations and
Strategy
Spanish Space Agency (AEE)

Date



Jean Blouvac
Human Spaceflight & Exploration
Programme Manager
Strategy Directorate
CNES

08/11/2023

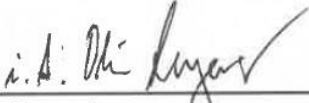
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Gonthier, Yves

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Yves Gonthier
A/Director, Space Exploration
Strategic Planning
Canadian Space Agency (CSA)

Date



Oliver Angerer
Programme Leader Exploration
German Space Agency in DLR

7.11.2023

Date



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Sutherland
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Orson Sutherland
Mars Exploration Group Leader
European Space Agency

Date



Ari-Matti Harri
Head, Space Research &
Observational Technologies
Finnish Meteorological Institute (FMI)

12.4.2024

Date

Daniel Rodionov
Project Scientist
Space Research Institute of the
Russian Academy of Sciences
(IKI RAN)

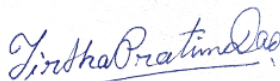
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Date

Daniel Robert Leeb
Executive Mission Director / CEO
Iceland Space Agency ehf. (ISA)

6/16/2023

Date



Dr. Tirtha Pratim Das,
Director, Science Programme Office,
ISRO HQ

November 21, 2023

Date

Dukhang Lee
System Engineer, Exploration
Science Project Group
Korea Astronomy and Space Science
Institute (KASI)

10 Nov. 2023

Date

山中浩二

デジタル署名者: 山中浩二
日付: 2024.07.25 15:11:44
+09'00'

Koji Yamanaka
Director
JAXA Space Exploration Center

Date

Erdenebold Sukhbaatar
Founder
Mongolian Aerospace Research and
Science Association (MARSA)

01 Dec 2023

Date

Eric lanson

Digitally signed by Eric lanson
Date: 2023.06.18 18:13:48
+08'00'

Eric lanson
Director, Mars Exploration Program
National Aeronautics and Space
Agency (NASA)

Date

Arvid Bertheau Johannessen
Lead, Human Spaceflight and
Exploration
Norwegian Space Agency

3 July 2023

Date

Ewa Zysnarska,
Senior Specialist Department of
Strategy and International Relations
Polish Space Agency

10 November 2023

Date



Dr. Kristine Dannenberg
Head of Space Exploration and
Access to Space
Swedish National Space Agency

10 December 2023

Date



Oliver Botta
Lead, Human Spaceflight and
Exploration
Swiss Space Office (SSO)

23 November 2023

Date



Libby Jackson
Head of Space Exploration
UK Space Agency (UKSA)

07 November 2023

Date