

Propulsion and Power System Alliance (PPSA)

Terms of Reference

Leadership Team

Revision 3: June 13, 2005

1. The PPSA is comprised of four signatory member organizations who signed the Memorandum of Understanding for The Cooperative Research, Development, And Demonstration of Propulsion and Power Systems Technologies. Namely, Department of Defense, Department of Energy, National Aeronautics and Space Administration, and the Federal Aviation Administration.
2. The PPSA Leadership Team (LT) consists of a single non-voting Executive Secretary plus members from each of the signatory organizations selected from the executive management levels with oversight responsibility for propulsion and/or power-related research and development.
3. Each signatory organization has one vote for deciding matters of the PPSA. The LT membership could also include non-voting members representing other Inter-Governmental organizations deemed relevant to the success of the PPSA.
4. The LT appoints a Chair who serves for a term of two years, unless determined otherwise by a unanimous vote of the LT for the betterment of the PPSA. The Chair alternates between DoD, DOE, FAA and NASA. The Chair and the Executive Secretary set the agendas for meetings and/or telecons with the concurrence of the LT members. The Chair approves the final minutes of any LT meeting.
5. The Executive Secretary is selected from among the signatory organizations by the LT and handles the logistics of the LT business including taking and distributing minutes of any LT meeting. The minutes are distributed within one month of any meeting and members have an additional three weeks to send in any corrections to the Chair and Executive Secretary. Approved minutes are sent out within two months of any meeting.
6. The LT conducts its business through consensus building. Each member organization is responsible for determining its own resource commitments to the PPSA. Each LT member is responsible for coordination and concurrence with appropriate executive management levels within their organization. The LT oversees the integrated collaborative plans with the concurrence of membership organizations program management.
7. The LT approves and oversees general operational, administrative, and membership procedures.
8. The LT supports the wide dissemination of the integrated collaborative plans and results of the PPSA within Industry, universities, and other interested entities.

9. The LT charters and oversees Technology Area Teams (TATs) that are primarily responsible for formulating and implementing the PPSA collaborations. The operation and responsibilities of the TAT are defined in its Terms of Reference.
10. The LT appoints core TAT team members (as appropriate) from the signatory agencies.
11. LT forms ad hoc committees as it deems appropriate defining their responsibilities, term of activities, and chair/vice chair.
12. The LT establishes the measures of success of the PPSA and generates an annual written report or presentation of the progress of the PPSA to the signatory levels of each member organization.
13. The LT meets at least semi-annually.