

Space Partnership – Engagement Guidelines

Approved: SP Board meeting 17/10/23

Next review: April 2025

Background

The Space Partnership (SP) brings together industry, academia and Government stakeholders to work on shared priority issues to realise the ambition set out in the National Space Strategy (NSS), and to grow the UK space sector.

The SP can only succeed if:

- There is broad awareness of the SP and its activities
- Contributions, in terms of time, knowledge and expertise can be attracted
- Specific expertise across the UK can be identified and engaged.

To achieve this the SP team will engage as widely as possible in a transparent way, so that:

- Shared priorities and collective actions can be identified
- Collaborative delivery of the agreed actions can be delivered.

Purpose of the Engagement Guidelines

The Engagement Guidelines clarify the SP Board expectations of the SP team in terms of engagement mechanisms across the sector so that transparency and fairness is maintained within the resource available.

Engagement Guidelines

The SP Board agrees that the SP team will:

Events

- Only attend UK events: The SP is about bringing together UK industry, academia and government to identify shared priorities and work collaboratively to address them. As a result there is no reason to travel internationally.
- Attend up to 10 UK conferences a year, priority will be given to events where the SP can engage with a wide cross section of the space sector. Ensuring that these include events across the regions and Devolved Administrations.
- Only arrange events such as workshops that bring groups of stakeholders together around specific topics as part of projects agreed by the SP Board.
- Hold a quarterly online Engagement Forum to update the sector on the SP activities.

Group Meetings

- Attend meetings of cohering organisations (eg UKspace, SPAN, NSB) as requested by the relevant Chairs, subject to availability and no more than quarterly.

1:1 Meetings

- Have an 'open-door' policy: meaning that any organisation may request one 30 mins meeting with the SP per year. The SP may direct these meetings to take place at the UK conferences it is represented at. Additional meetings with organisations will only take place if aligned to SP priorities and activities or where contributions to these are being encouraged.

For any engagement activities outside of or not covered by the above the SP must seek clarification from the SP Board at the next scheduled meeting.