

## IAASS – Knowledge Management System Charter

### 1.0 Introduction

The International Association for the Advancement of Space Safety (IAASS), legally established in the Netherlands, is a non-profit organization dedicated to furthering international cooperation and scientific advancement in the field of space systems safety.

NASA HQ Safety & Mission Assurance organisation is since mid-2005 an institutional member of IAASS and in such role provides sponsorship of various IAASS initiatives, together with other international agencies, institutions and corporations. In particular, the IAASS Knowledge Management System (KMS) is hosted by the NASA PBMA (Process Based Mission Assurance) Knowledge Management System, as an *Enhanced Security Work Groups for Non-Sensitive Data*.

### 2.0 Purpose

The IAASS-KMS purpose is to facilitate networking and communication between IAASS members and to establish a world-class searchable database of published space safety knowledge. IAASS member can upload/download documents into the IAASS-KMS database. To speed up the growth of the database a dedicated working group (DbWG) is being established. The DbWG will search for data sources (magazines, books, conference proceedings etc.) pertaining to space safety and related fields, obtain the necessary authorization and upload to the IAASS-KMS searchable database.

### 3.0 IAASS-KMS Organisation

The IAASS Charter is registered at the Chamber of Commerce of Leiden (NL), and published at the IAASS website ([www.iaass.org](http://www.iaass.org)). In accordance with the Association Charter, the IAASS membership is open to persons having professional interest in space safety. IAASS candidate members are screened by the IAASS Membership Committee. Furthermore, IAASS members must observe the Association *Code of Ethics and Professional Conduct*. Membership of the IAASS-KMS Community, as one of NASA PBMA Enhanced Security Work Groups for Non-Sensitive Data, is strictly reserved to IAASS members.

The IAASS-KMS is placed under the authority of a so-called *Originator (or Founder)*. To better comply with the rules of the host organization (NASA), the IAASS-KMS Originator is a member of the IAASS Board who is also a NASA Civil Servant. The IAASS-KMS Originator will, with the support of the IAASS-KMS Database Working Group (DbWG) and of the Community Administrator, fulfil the following obligations:

- Review information content of the IAASS-KMS Community space to assure that members are not violating IAASS policies, and NASA policies regarding information security and technology transfer.

- Manage and control IAASS-KMS Community membership and access.
- Notify new members that join the IAASS-KMS PBMA Community outlining their responsibilities, when uploading/downloading documents.
- Maintain the IAASS-KMS PBMA Community statement of purpose and this Charter.
- Visit the IAASS-KMS PBMA Community space on a regular basis and add new information, update or remove old information, as necessary.
- Mentor new members in the general functioning of the IAASS-KMS PBMA Community.

## 4.0 Operations and Legal/Security Rules

When uploading/downloading documents to the database the following rules shall be followed:

a) Use the following as prefix letters for the file identifier:

- **No prefix**, if the document is available in the public domain and therefore can be uploaded/downloaded copied and freely distributed. In general it expected that documents available through official internet web-sites, belong to this domain.
- **AD-** (Association Domain) prefix to indicate that the document is copyright, but IAASS (member or DbWG) has obtained written authorization from the copyright owner to distribute the document internally to the Association. When uploading such documents, the field reserved to a brief description of the document shall include a statement about source and authorization received. When downloading such documents, IAASS members are obliged not to further copy or distribute. (It should be noted that the published proceedings of IAASS conferences belong also to this domain, but the supporting presentations are considered public domain).
- **CD-** (Confidential Domain) prefix, to indicate that the document is proprietary but IAASS (member or DbWG) has obtained written permission to distribute internally to the Association. When uploading such documents, the field reserved to a brief description of the document shall include a statement about source and authorization received. When downloading such documents, IAASS members are obliged to make personal use of the file, not to further copy or distribute, and to treat it confidentially. (Note: IAASS members profile included in the IAASS-KMS shall also be treated as confidential)

b) No document shall be uploaded to the IAASS-KMS database which includes:

- Classified information.
- Material protected under national regulations, such as US Federal Export Control and International Traffic in Arms Regulations.
- Competition sensitive or unauthorised proprietary information.
- No other sensitive material within the ACI category.

c) The IAASS-KMS PBMA Community has the advantages of a full *Secure Work Group*. The Secure Work Group Charter is available at:

<https://secureworkgroups.grc.nasa.gov/advantage/agreement.jsp>