



Position Specification and Selection Procedure
for
President of Portugal Space

October 2020

The Agência Espacial Portuguesa - Portugal Space is the Portuguese national space agency, established in March 2019. The Agency is open to receive applications for the position of President the Board of Directors, the executive body of the Agency.

This document presents an overview of the organisation and its strategic goals, a description of the President's role, candidates' profile and selection procedure.

1. ORGANISATION OVERVIEW – PORTUGAL SPACE

The Portuguese Space Agency is a private, not-for-profit association, created exclusively by Portuguese public institutions as a modern space agency to serve Portugal and the execution of the National Space Strategy, including the promotion of Portuguese space activities at national and international level. Its four founding members are Fundação para a Ciência e Tecnologia I.P. (FCT), Agência Nacional de Inovação S.A. (ANI), the Direcção Geral de Recursos da Defesa Nacional (Ministry of Defense (MoD), and the Região Autónoma Açores (RAA). The Regional Government of Madeira (GRM) has recently joined the agency as an observer as the first step towards full membership in the near future.

As the Portuguese National Space Agency, Portugal Space, serves and responds to the interest of Portugal, through its public associates. The supervision of the execution of the National Space Strategy has been ascribed to the Minister for Science, Technology and Higher Education.

The Agency has as its primary purpose to promote and strengthen space, its national ecosystem and value chain for the benefit of society and economies, both in Portugal and worldwide, acting as a business and development catalyst for universities, research entities and companies. It is the entity responsible for:

- the promotion and execution of the national space strategy;
- the relationship between Portugal and ESA, including the financial contribution and the organisation of the agency in the ESA context, namely in the form of an ESA-Hub;
- the strategic direction of the Portuguese involvement in ESO, EST, and SKA;
- the promotion and articulation of public and private funding sources, both national and European (centralised and decentralised), for space-related activities in Portugal;
- the national representation in Europe and international organisations in space-related areas;
- the provision of technical advice and strategic coordination of national, public-funded space projects, supporting the financing institutions in their decision-making process.

Fostering space economy and innovation in Portugal requires diversifying and articulating funding sources and has been sent a target of attracting 2500 million Euros for the period 2020-2030, with a 50/50 balance between public and private sectors, including national and European, in space-related activities in Portugal. The national strategy for space, "Portugal Space 2030", focuses on Earth Observation, Space Safety, Space Transportation, and Telecommunications, including related downstream activities, contributing towards the vision for Portugal – an Atlantic nation, with a rich and global maritime tradition – to be recognised, by 2030, as a global authority in Space-Earth-Climate-Oceans interactions for the benefit of society and economy.

The Portuguese Space Agency is a lean organisation with a flat hierarchy and a team structure and composition as depicted in the figure below.

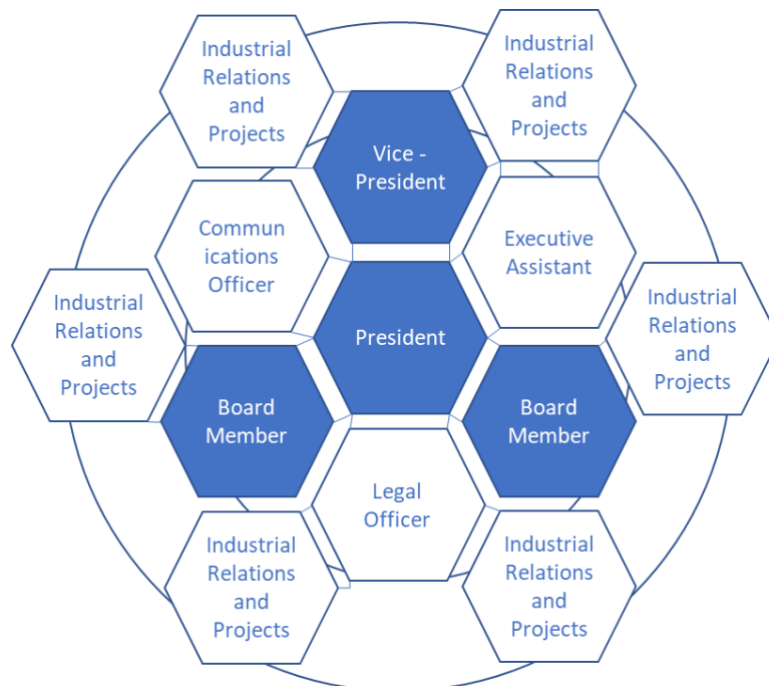


Figure 1: Current Internal Organizational and Team Setup of Portugal Space

2. THE STRATEGIC GOALS – PORTUGAL SPACE: 2020-2030

The strategic goals of Portugal Space for the coming decade are:

- To promote the implementation of the national Space Strategy "Portugal Space 2030", including four major great challenges for the coming years:
 - i) "Atlantic constellation" - the development and operation of a constellation of microsatellites in international cooperation before 2025;
 - ii) Digital Planet – an EO platform capable of integrating multiple sources of data, including space, and extracting information by making use of advanced digital technologies, such as AI, to be promoted as new services across the country in traditionally non-space areas (territory and register, mobility, agriculture, fisheries, safety and defense, critical infrastructures, biodiversity);
 - iii) 5G ecosystem - for the development of the Atlantic and innermost regions of Portugal; and
 - iv). Strategic potential of the Azores region - support existing projects in space, as is the case of the Azores ISLP - Azores International Satellite Launch program, and promote the development of new opportunities in close collaboration with the Azores Regional Government
- grow Space activities to attract, at least, 2500 million Euros for the period 2020-2030 with a 50/50 balance between public and private sectors, including national and European, public and private sources in space-related activities in Portugal;
- work towards the creation of, at least, 1000 highly-skilled jobs in the period 2020-2030;
 - maintain and manage infrastructure in its responsibility, including but not limited to a 15-m antenna, ground facilities, a potential space port and testing facilities for engines and launchers;
- grow international partnerships to expand the reach of the Portuguese space sector beyond national borders to new markets, helping companies to establish themselves as global companies;
- promote and foster the development of space assets and services to respond to the needs of the defence and maintain and grow a Defence Division in Portugal Space;
- as the national agency for the whole of Portugal, coordinate all public sector space activities across the country and therefore enabling a strong Portuguese position in space and quick and informed decision-making processes;
- promote the space sector's growth to develop and maintain system and sub-system competence;
- increase the demand for space-based data by growing the awareness of the benefits of space-based services and solution to all other sectors and fostering the integration of space-based data in the activities of private and public entities;

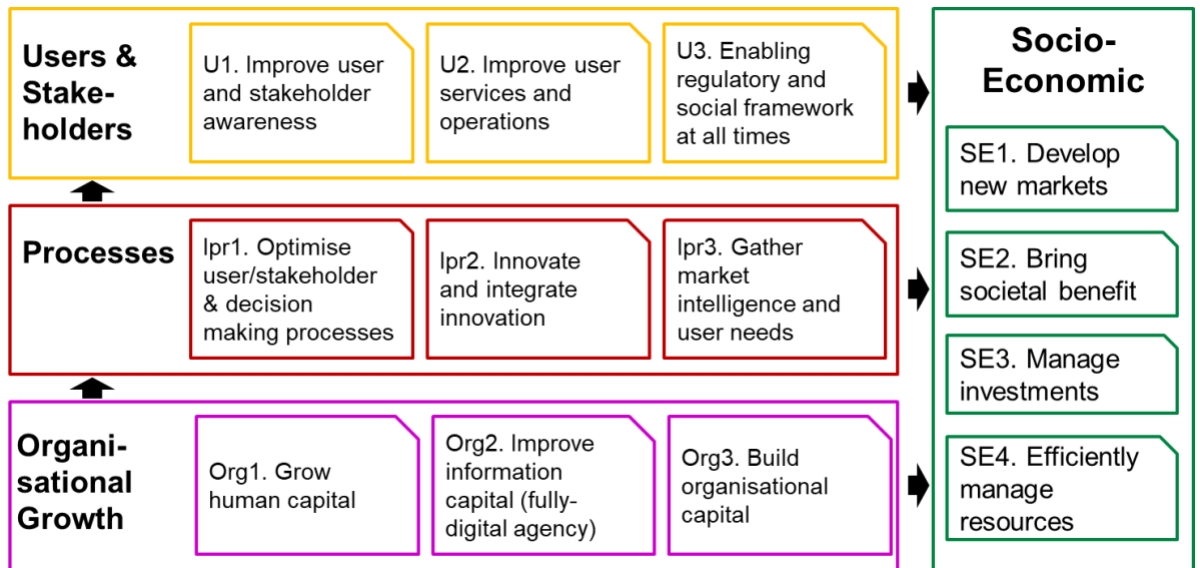


Figure 2: Strategic Map of Portugal Space

3. THE ROLE: *President of Portuguese Space Agency, Portugal Space*

The President of the Board of the Portuguese Space Agency, Portugal Space, has the direct responsibility of ensuring that Portugal Space delivers upon the strategic goals set to the Agency by the Portuguese government directly and through the General Assembly.

The President is supported in her/his activities by the Board, being in his/her direct responsibilities:

- the agency's strategy;
- front-line person and overall management and distribution of responsibilities;
- responsible for keeping an updated innovation policy for the space sector in Portugal;
- responsible for international and institutional relations, as well as responsible for coordination of Portuguese delegates to all bodies related to space, including defense, namely:
 - responsible for the Portuguese representation to EC, the EU Space Program, and all other space related areas EU and in EC programs and to the GSA/EUSPA;
 - Head of Delegation (HoD) to ESA on behalf of the Portuguese government and responsible for Portuguese representation of ESA in all subordinate bodies;
 - HoD to ESO on behalf of the Portuguese government and responsible for Portuguese representation of ESO;
 - Portuguese representative on the Board of Directors of EST;
- responsible for managing the Defence Division of Portugal Space and delivering on defence objectives, in close interaction with the Defense Ministry;
- responsible for renewal of personnel;
- reporting to General Assembly, Financial Committee and exchanging with the Strategic Advisory Committee.

The President of the Agency, supported by the Board through its executive members, must ensure that the following functions are covered by an adequate appointment of staff as well as outsourcing and acquisition of external advice as the agency grows and evolves:

- business/ procurement/financial:
 - a. oversight of inner and outer business of the agency;
 - i. search for and assess new business cases, devising growth strategies;
 - ii. financial oversight of agency activities (inner business), including financial planning, record-keeping, and financial reporting;
 - b. proposing (and designing new) partnerships, public-public as well as public-private, allowing new business venues and design models for Public-Private partnerships;
 - c. maintaining and overseeing of partnerships from a business point of view;
 - d. monitoring the entire space sector and developing an up-to-date innovation policy.
- legal:
 - a. responsibility for all legal and policy matters;
 - b. proposing new regulatory elements related to new business cases/markets;
 - c. supporting and enabling procurement matters/actions.
- implementation:
 - a. implementation of all projects approved and embraced by the agency;
 - b. providing regular updates at management meetings and extraordinary if needed (using dashboard);
 - c. supporting of space related incubation programmes.
- communication and outreach:
 - a. presenting and promoting the space agency's activities through conventional and new communication opportunities;
 - b. organising events, interfacing to media, promoting outreach and educational initiatives for general public and young children in particular;
 - c. marketing of Agency products or services.
- infrastructure:
 - a. guaranteeing full availability of the agency's infrastructure to ensure that the agency can be fully functional at all times.
- delegation/representation:
 - a. ensure representation of Portugal in all European and international bodies relevant to the national space strategy set;
 - b. coordination of all space-related delegates across the country.
- secretariat:
 - a. ensure daily administrative tasks for the agency.

4. CANDIDATES PROFILE

The candidates should be senior professionals with a proven track record within a major organisation having an operational emphasis in the fields related to space.

Required skills:

- capacity to deal with operations in a complex institutional environment in Portugal, in Europe and internationally, dealing with multiple overlapping stakeholders with competing interests, including:
 - comfortable in negotiating and discussing in an international environment, namely in the setting of Council of delegates representing a multitude of states;
 - capacity for building relationships with Chief Executives, government ministers, and other senior officials and representatives.
- proven strategic vision and staff, administrative and financial management and prepared to engage at all levels throughout an organisation, including:
 - skills in leading, motivating and developing teams;
 - skills in budget management and fundraising;
 - good interpersonal and communications skills;
 - ability to solve complex problems and reach result oriented and timely decisions;
 - delegation, planning and organisational skills;
- skills to deliver fiscal rigor, with the strategic aptitude to align the organisation against the budget and plan, and deliver their vision in accordance with the purpose of Portugal Space.
- A good working knowledge of English, as well as fluency in written and spoken Portuguese and English are expected from candidates, given the fact that these are the two official languages of PT Space. In case a desirable candidate is not fluent in both languages at the time of recruitment, she/he will have to compromise to reverse this fact within a 6 month period at her/his expenses.

Preference is given to candidates with a track record of successful international negotiation and stakeholder management.

5. APPLICATION AND FURTHER READING: *for candidates*

The position is open until January 31st 2021. Candidates are expected to have an answer by the end of May 2021.

PT Space invites candidates to **apply with a CV and covering letter**. The covering letter must evidence the criteria shown in the previous section. Applications should be submitted in Portuguese or English to selection@ptspace.pt.

Please note that Portugal Space is committed to providing an equal opportunities environment for all. For further details on Portugal Space employment conditions, as well as for more information on Portugal Space programmes and activities, please visit <https://www.ptspace.pt>

6. Selection Procedure: *SEARCH COMMITTEE (SC)*

A Search Committee (SC) is established to support the General Assembly of PT Space, on a temporary basis, in the search process for a new President. The SC consists of, at least, 3 personalities and its work is confidential. Members will commit themselves accordingly. The working language is English and no translation/interpretation services will be provided. The SC is operationally supported by FCT. Eventual travel expenses of member of the SC will be reimbursed by PT Space.

The main tasks of the SC are:

- **to seek, identify, contact and put forward potential candidates** identified on the basis of their experience and technical knowledge, beyond those submitting applications;
- to **analyse all the applications received** according to the selection criteria;
- to **identify a shortlist of candidates to be invited to an official interview and, if adequate, a public presentation**;
- to **propose a shortlist of candidates to the General Assembly of PT Space**, for final analysis, decision and nomination of the President of PT Space by the members of the General Assembly of PT Space.

One of the major tasks of the SC is to narrow down the number of candidates from the totality of applications by applying selection criteria based on the set of requirements established in section 4. Board members should support the work of the SC and may suggest candidates to the SC.

Working Methods and tentative schedule

- The work will be performed in the timeframe from February 2021 (closing date of the vacancy is 31 January 2021) to mid-April 2021;
- Overall, the SC will probably hold 2 or maximum 3 meetings;
- The SC will be principally working on the basis of the application files received, but can identify and select other potential candidates;
- The SC could also decide to invite a limited number of candidates for hearings in order to complete and substantiate their judgement;
- The SC can conduct the procedure according to the ESA selection procedure for DG vacancy.
- The SC can make recommendations to the GA.

The following are appointed as members of the SC:

1. **Paulo Ferrão** (CHAIR of SC), full professor of mechanical engineering at IST and former President of FCT (2016-19);
2. **Miguel Bello**, CEO of AIR Centre;
3. **Chiara Manfletti**, ESA; former and first president of PT Space (2018-20).

Experts to advise the SC, may include, if necessary, and among others:

- José Manuel Freitas, National Defense Ministry, Direcção Geral Recursos da Defesa Nacional;
- Zita Martins, space biologist; professor at IST;
- José Manuel Mendonça, full professor of industrial engineering at FEUP.