

ARRANGEMENT

BETWEEN

THE CANADIAN SPACE AGENCY,

THE EUROPEAN SPACE AGENCY,

THE JAPAN AEROSPACE EXPLORATION AGENCY

AND

THE NATIONAL AERONAUTICS AND SPACE ADMINISTRATION

CONCERNING

THE CHARTER OF

THE INTERNATIONAL SPACE EDUCATION BOARD

The Canadian Space Agency (hereinafter referred to as “CSA”),

The European Space Agency (hereinafter referred to as “ESA”),

Japan Aerospace Exploration Agency (hereinafter referred to as “JAXA”), and

The National Aeronautics and Space Administration (hereinafter referred to as “NASA”),

(hereinafter jointly referred to as “the Founding Members”),

Recalling the importance of education for the benefit of society,

Taking into account the value that space activities play in inspiring youth and motivating them to pursue science, technology, engineering, and mathematics and other careers,

Considering the Founding Members' respective responsibility to contribute towards developing an educated and informed population in support of future workforce needs, and

Considering the benefit of building on existing collaborations to strengthen and expand cooperation among space organizations and to leverage resources in areas of common interest,

Recalling the Arrangement concerning the Space Education Board concluded among themselves on 17 October 2005, as amended in 2008, and

Wishing to renew the framework of their cooperation, whilst opening it to other agencies and actors in the space sector,

Hereby adopt the attached, non-legally binding, Charter concerning the International Space Education Board, and invite other organizations and agencies in the space sector to join the International Space Education Board in accordance with its provisions.

THE INTERNATIONAL SPACE EDUCATION BOARD

CHARTER

Section 1 - Purpose

The purpose of the International Space Education Board (hereinafter referred to as "ISEB"), is to provide a mechanism for enhanced cooperation among its Founding Members and Member(s) with a twofold objective of (1) increasing literacy achievement in connection with space for various subjects including science, technology, engineering, and mathematics and, (2) supporting the future workforce needs of space programs.

Section 2 - Scope

- 2.1 The ISEB will discuss global issues of importance to each Founding Member's and Member's youth outreach and education programs, establish ISEB objectives and joint education initiatives, including, as appropriate, initiatives with other organizations and institutions interested in space-related education.
- 2.2 The ISEB will address common interests that can help Founding Members and Members achieve their education goals by leveraging international efforts. The ISEB aims to create opportunities using the capabilities and expertise of its Founding Members and Members to strengthen their education activities and maximize their reach.

Section 3 - Activities

- 3.1 Activities identified by the ISEB will be supported on a voluntary basis by Founding Members and Members, however throughout the year all Founding Members should support at least one joint ISEB activity per year. Founding Members should agree beforehand which activity they will support together in the coming year. Members should support at least one ISEB activity per year, as their circumstances permit. Founding Members and Members may choose to collaborate on a bilateral or multilateral basis.
- 3.2 Potential areas for collaboration may include, but are not limited to:
 - a. Exchange of information and materials;
 - b. Joint education programs and projects;
 - c. Exchange programs for students, educators, or researchers;
 - d. Cooperation with other organizations and institutions interested in space education; and
 - e. Dissemination of best practices for effective education programs.

Section 4 – Membership

- 4.1 The ISEB was founded by Canadian Space Agency (CSA), the European Space Agency (ESA), the Japan Aerospace Exploration Agency (JAXA), and The National Aeronautics and Space Administration of the United States (NASA) on October 17, 2005, and these agencies are referred to as “Founding Members” of ISEB.
- 4.2 Space agencies, organizations and institutions that join ISEB after October 2005 are referred to as “Member(s)”.
- 4.3 The ISEB membership may be extended to any national or international space agency that has space-related education programs as well as organizations and/or institutions appointed by their national government to manage space-related education activities and/or funding programs. Such extension of the ISEB membership to additional space agency Members will be subject to: (i) the unanimous vote of all of the Founding Members, and (ii) an acceptance in writing by the new candidate Member of the terms and conditions spelled out in this Charter and in any other relevant document for carrying out the activities of the ISEB. All Members must have the capacity to represent the space-related education interests of their country and/or agency to the ISEB.
- 4.4 Applications must be submitted in writing, in the form of a letter, to the ISEB Chairperson, requesting membership. The Chairperson will notify all Founding Members and Members via email of the interest received. The applicant will be invited to make a presentation highlighting their organization, organizational structure, and their space education activities at a subsequent Heads of Education (HoE) meeting. Following a vote by the Founding Members, as outlined in Section 4.3, the Chairperson will inform the applicant of the ISEB’s decision.
- 4.5 Each Founding Member and Member will appoint one senior representative to the ISEB by notifying the ISEB Chairperson in writing. This senior representative should be the Head of Education or the closest equivalent in the organization’s structure. The senior representative may, upon occasion, be accompanied by experts, as needed. Notification should be provided to the ISEB Chairperson in advance of the meeting, with the names of the experts to attend. The experts may attend only the portion of the meeting specific to their participation. The ISEB Chairperson maintains the membership roster and, at the end of his/her term, will provide it to the next ISEB Chairperson.
- 4.6 All Members join the ISEB for a period of three (3) years, starting on the date of its membership acceptance by the ISEB. At the end of this period, the ISEB Chairperson, supported by all Founding Members, will evaluate the contribution and participation of the Member based on criteria, such as their:
- a. Active participation in ISEB meetings, teleconferences and videoconferences,
 - b. Number of ISEB activities supported,
 - c. Contributions to, and proactive support for, existing ISEB activities,
 - d. Proposals and proactive support for new ISEB activities, and
 - e. Level of cooperation with ISEB partners.
- The ISEB Chairperson, with the consent and support of the Founding Members, will have the option to invite inactive Members to reapply for membership at a later time when they are able to better support the collaborative efforts of the ISEB.
- 4.7 Members that have demonstrated an active participation in ISEB meetings and activities, as per Article 4.6, will be considered Members for an additional 3 years. At the end of this additional 3 year period, the

Chairperson, supported by all Founding Members, will again evaluate the contribution and participation of the Member and may end or extend membership for another 3 years.

- 4.8 Organizations interested in joining the ISEB located in a geographical region already represented in the ISEB by a Founding Member or a Member are encouraged to first liaise and coordinate with the Founding Member or Member before applying for ISEB Membership.

Section 5 - Operating Rules

- 5.1 The ISEB will be chaired by a Chairperson, to be selected from among the Founding Members' representatives on a rotational basis. No ISEB Chairperson may serve two consecutive terms. Each term will be 1 year, to conclude immediately following the annual ISEB meeting at the International Astronautical Congress (IAC). A waiver to this provision may be made by unanimous vote of the Founding Members.
- 5.2 The function of the ISEB Chairperson will be to set the agenda for the year, issue meeting notices, distribute relevant information, and draft and distribute informal summary minutes of each meeting within 30 days.
- 5.3 The Founding Members and Members agree to set up an implementing mechanism of the ISEB, called the Representatives Working Group (RWG). Each senior representative will designate a representative for the RWG. In conducting the business of the ISEB, the RWG is encouraged to coordinate with subject matter experts. The Chairperson of the ISEB and the Chairperson of the RWG will emanate from the same Founding Member.
- 5.4 The RWG will meet in conjunction with the ISEB's annual meeting at the IAC. In addition, the Representatives Working Group may meet at other times during the year as necessary, or as outlined by the Chairperson, to facilitate collaborative education projects/programs identified during the annual meeting, and to implement decisions made by the ISEB.
- 5.5 The ISEB may draw up rules of procedure, which may include the following:
- a. Founding Members and Members will meet at least once per year. The Chairperson will host the annual meeting at the IAC, and any extraordinary meetings.
 - b. The ISEB may set up working groups which it considers necessary.
 - c. Except as otherwise provided, decisions of the ISEB will be taken by a simple majority of the Founding Members and Members.
- 5.6 It is expected that all Founding Members and Members should participate in at least two ISEB meetings per year, in addition to the face-to-face meeting at the IAC. Meeting participation may be accomplished remotely, by teleconference, videoconference, or other means agreed to by the ISEB. Each Founding Member's or Member's senior representative may designate an alternate to act on her/his behalf if unable to attend a meeting. This alternate must have the authority to speak on behalf of the organization and be able to commit their organization to a particular task or action. The same criteria and representation applies to the RWG.
- 5.7 The function of the ISEB Chairperson, in terms of organizing the annual joint ISEB activity during IAC conference described in Section 3, may include tasks such as the following, as agreed and subject to modification by Founding Members and according to their funding capacity:
- a. Represent ISEB in communication with the International Astronautical Federation and the IAC Local Organizing Committee;
 - b. Arrange a venue and contents of the Heads of Education meeting;

- c. Moderate the Heads of Agencies Question and Answer session;
 - d. Secure the location of the International Student Zone (ISZ) in the exhibition area;
 - e. Negotiate the design and cost of the ISZ;
 - f. Secure a venue for the ISEB Student Orientation and Ice Breaker Activities;
 - g. Secure the accommodation for ISEB-sponsored students; and
 - h. Arrange airport transfers for ISEB-sponsored students and staff traveling in groups.
- 5.8 Responsibilities concerning the IAC student program that can be shared amongst Founding Members and Members, on a voluntary basis in order to decrease the workload of the ISEB Chairperson, may include but are not limited to:
- a. Outline the program and contents of the Meet and Greet;
 - b. Financial contribution, partial or full, towards the Meet and Greet;
 - c. Collection and organisation of questions for the Heads of Agencies Question and Answer session;
 - d. Organization of the Heads of Education Dinner;
 - e. Payment of the International Student Zone;
 - f. Organization of the Lunchtime Sessions;
 - g. Organization of a professional development activity for teachers;
 - h. Preparation of the ISEB Handbook
 - i. Organization of a student outreach activity; and
 - j. Organization of an ISEB team building activity at the end of the IAC.

Section 6 - Resources

- 6.1 Unless otherwise agreed, each Founding Member and Member will bear the costs of discharging its responsibilities under this Charter, including travel and subsistence of its own personnel and transportation of all goods for which it is responsible.
- 6.2 The amount of resources provided for any particular activity may vary among Founding Members and Members, however all Founding Members and Members will do their best effort to share, in some capacity, in the costs of ISEB agreed-to activities, evaluated on an annual basis.

Section 7 – ISEB Sponsored Student:

- 7.1 An ISEB-sponsored student is a person enrolled in an institution of higher education at the time of submitting application, who complies with the eligibility criteria established by a respective Founding Member or Member, who undergoes a selection process and is selected by a respective Founding Member or a Member to attend an ISEB activity.
- 7.2 Founding Members and Members may support the participation of their students in the ISEB activity as their circumstances permit.
- 7.3 It is expected that Founding Members and Members will put in place appropriate mechanism for ISEB-sponsored students to (1) attend all compulsory sessions of the ISEB activity and (2) participate in special events as requested by ISEB staff.
- 7.4 It is expected that ISEB-sponsored students should conduct themselves in such a manner so as not to jeopardize ISEB's reputation during their participation in the IAC activities.

Section 8 - Public Information

- 8.1 Public information regarding the activities covered by this Charter may be released by a Founding Member and Member for its own portion of these activities. Insofar as participation of another Founding Member or Member is involved, the Members concerned will coordinate with each other prior to the release of any public information, consistent with rules and policies applicable to each Founding Member's or Member's organization.

Section 9 - Withdrawal and Dissolution

- 9.1 Any Founding Member or Member may withdraw from the ISEB by giving written notice to the Chairperson at least 30 days in advance. Should the Chairperson's organization withdraw, a new Chairperson will be appointed by the remaining Founding Members.
- 9.2 The ISEB may be dissolved at any time, by concurrence of all Founding Members..

Section 10 - Entry into Effect, Revisions, and Extension

- 10.1 This Charter will enter in to effect upon the date of the last Founding Member signature on the Arrangement between the Canadian Space Agency, the European Space Agency, the Japan Aerospace Exploration Agency, and the National Aeronautics and Space Administration Concerning the Charter of the International Space Education Board, and will remain in effect for ten (10) years from the effective date.
- 10.2 The Charter may be revised and/or extended by the unanimous vote of all Founding Members in favor of the revision or extension.
- 10.3 This Charter replaces the October 17, 2005, Arrangement between the Canadian Space Agency, the European Space Agency, the Japan Aerospace Exploration Agency and the National Aeronautics and Space Administration Concerning the Establishment of the International Space Education Board, as amended in 2008.