



ISS NATIONAL LABORATORY®

International Space Station National Laboratory User Advisory Committee Charter

Purpose

The International Space Station National Laboratory User Advisory Committee (ISS National Lab UAC) provides an organized framework and independent vehicle for interaction between the parties who are interested in using the ISS National Lab and the Center for Advancement of Science in Space (CASIS), managers of the ISS National Lab. The ISS National Lab UAC is broadly concerned with representing the interests of ISS National Lab users to ISS National Lab management, to facilitate the availability and effective use of ISS National Lab for the research community.

ISS National Lab management will engage the ISS National Lab UAC (thru the ISS National Lab UAC Chairperson) in discussions regarding current and/or future strategic plans for the facility to ensure evaluation of user interests and the most efficient and optimal utilization of the facility. To this end, a representative of the ISS National Lab UAC shall be invited to attend selected ISS National Lab management meetings where operational issues impacting users are discussed.

Equity, Diversity, and Inclusion Statement

The ISS National Lab UAC recognizes that diversity of background, views, and experiences supports both scientific creativity and productivity. Members are expected to adhere to the objectives of enhancing equal opportunities and encouraging broad participation and inclusion in the activities of the ISS National Lab.

The ISS National Lab UAC pledges that all members are treated with respect regardless of sexual orientation, gender identity, gender expression, physical or mental disability, medical conditions, physical appearance, pregnancy or pregnancy-related conditions, age, marital status, race, nationality, socio-economic status, and religion.

The ISS National Lab UAC is opposed to all forms of discriminatory behavior, including harassment, bullying, coercion, or any behavior contributing to a hostile environment. This applies to all professional interactions including research environments and community conferences or social events.

Functions

The ISS National Lab UAC shall be an advisory body to the CASIS Chief Executive Officer (CEO). The UAC shall:

- Review and provide inputs to the ISS National Lab CEO on prioritization and selection processes
- Serve as an advocacy group for the ISS National Lab and its user community and provide ISS National Lab CEO insight into the research goals of the user community
- Provide the ISS National Lab CEO with recommendations for resolution of user community issues as well as improvements to the user experience

Structure

The UAC will consist of at least five (5) subcommittees, each of which will report to the Core Committee, comprised of the chairs from the five subcommittees and the UAC Chairperson. The inaugural UAC Chairperson will be appointed by the CASIS CEO and shall serve an initial three-year term. Each subsequent UAC chairperson shall serve a two-year term.

The five inaugural subcommittees are:

- Science Subcommittee
- Applied Research & Development (R&D) Subcommittee
- Technology Development Subcommittee
- Commercial Service Providers Subcommittee
- Educational Outreach Subcommittee

Membership

Anyone that participates in the mission of the ISS National Lab is eligible to be a member of the UAC. Members shall be selected by the CASIS CEO and represent the evolving spectrum of ISS National Lab users. All members must have current Conflict of Interest (COI) documentation on file with the ISS National Lab.

Initially, the members of the UAC representing the Commercial Service Providers, Technology Demonstration, and Education Outreach subcommittees will serve a two-year term, with one member named as the chair for each of these subcommittees and one member designated as chair-elect at the end of the chair's first year of service. The members representing the Applied Research and Development and Science subcommittees will serve a three-year term and a chair will be named for each of these subcommittees with one member designated as the chair-elect at the end of the chair's first two years of service. This will enable a two-year overlap of membership to ensure continuity of operations. After the initial two years, all members will serve three-year terms, with the terms expiring at the annual UAC public users meeting near the end of

the calendar year. Any subcommittee member may serve up to two consecutive three-year terms. Members may serve a three-year term as a UAC subcommittee chairperson.

If a subcommittee member resigns from his/her position prior to term completion, the CASIS CEO will appoint another representative to complete the departing member's term.

Full membership on any UAC subcommittee shall not exceed eight members, including the subcommittee chair.

A UAC subcommittee may engage individuals who are not UAC members in the execution of their committee duties, as they deem appropriate. Recommendations, concerns, and/or communications by such individuals must be brought to the subcommittee chair who shall bring them to the full subcommittee. The subcommittee shall then determine the disposition of the recommendations, concerns, and/or communications.

Support

CASIS shall provide staff support and operating funds for the UAC. CASIS and NASA shall appoint a representative from their respective organizations to serve in an ex officio capacity for each of the subcommittees. These representatives are available to the subcommittee as points of reference and information only. The CASIS and NASA representatives maintain no voting privileges.

Communication

UAC subcommittees shall bring forth any issues, concerns, and/or recommendations to the UAC Chairperson, who shall in turn present the item(s) brought forth to the CASIS CEO.

Meetings

The ISS National Lab UAC will hold at least one annual public users' meeting in conjunction with the International Space Station Research and Development Conference (ISSRDC).

The ISS National Lab UAC Core Committee shall meet at the time of the users' public meeting and at such other times as called for by the UAC Chairperson, by a majority of the UAC membership, or at the request of the CASIS CEO. A quorum consists of a majority of the UAC membership. A quorum for any UAC subcommittee meeting consists of a majority of the subcommittee membership.

If a member is unable to attend a meeting, an alternative representative cannot be designated.

Official records of the UAC and UAC Core Committee meetings will be maintained by CASIS and available to all UAC members.

Changes/Amendments

The CASIS CEO may make changes to the ISS National Lab UAC charter as needed and will coordinate any proposed changes with the UAC.

