



SPACE GENERATION ADVISORY COUNCIL
IN SUPPORT OF THE UNITED NATIONS
PROGRAMME ON SPACE APPLICATIONS

SGAC Representation Policy

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This Representation Policy serves as an addendum to the Code of Conduct of the Space
Generation Advisory Council

SGAC Representation Policy

While being a member of the Space Generation Advisory Council (SGAC), you may find yourself in a situation where you are attending a conference, writing an email, or speaking at an event. In all of these situations, you might want to participate on behalf of, or represent SGAC. There are rules for this which are found in Appendix D of the SGAC Bylaws.

This Representation Policy provides additional details, including examples, for Appendix D of the SGAC Bylaws. Any violations of this Policy will be regarded as breaches of the SGAC Code of Conduct and will be investigated by the SGAC Code of Conduct Committee.

Appendix D of the SGAC Bylaws is found in **bold** below, whereby additional explanations and examples are found in **red**.

A. Definition of SGAC Representation

“Appendix D: Proper Representation of the Space Generation Advisory Council (SGAC)”

This appendix of the SGAC Bylaws provides the rules which apply to all members of SGAC when it comes to acting on behalf of SGAC. This extends to any situation where you are, or might be, an SGAC representative. As such, this includes, but is not limited to, activities such as attending a conference where you put SGAC as your affiliation, sending an email using your @spacegeneration.org email address where you are speaking for the organisation or are having a discussion about SGAC, and/or you are speaking at a conference as an SGAC representative.

The definition of “Representation” broadly includes any situation where you will be reasonably seen by others or the public to act, speak, or otherwise make representations on behalf of SGAC. If you are not sure, you **must** seek clarifications with the SGAC Executive Office as below.

When you are representing SGAC, it is important that you seek to represent SGAC accurately and appropriately, to the best of your ability, as what you say and do will reflect on the reputation of SGAC. For example, this includes:

- Stating your role and position within SGAC accurately (i.e., “Co-Lead of SGAC” vs “Co-Lead of a Project Group at SGAC” (where the latter is correct, whereas the former is incorrect)
- Refraining from commenting on issues which SGAC has no formal positions on

Formal letters, memorandums, agreements, and contracts (verbal or written) with external sponsors, partners, and vendors are not covered by this policy. These are considered SGAC business activities and can only be explicitly and directly approved and signed by the

Executive Director and the Co-Chairs. Creating any formal papers with another person's signature without their knowledge is considered fraud and will be dealt with as per the SGAC Code of Conduct and Bylaws.

There are also activities which are not considered representation. For example, you do not need any permission in the following situations (not exhaustive):

1. Accurately mentioning your SGAC membership or position in your CV or as part of any applications you may be submitting.
2. Informing people in person or on social media about your SGAC membership or position.
3. Promoting the work of SGAC and/or its activities online and with other people.
4. Attending an event, speaking at an event, or conducting an activity where you are **not** listing SGAC as your primary affiliation (for example, you are at an event for your company and you mention in your biography that you are also a position holder at SGAC).

B. Central Coordination of SGAC Representation

“1. All international/regional/national representation (see bullet 4) of the Organisation should be coordinated through the Executive Office and if necessary the Co-Chairpersons.”

Whenever there is a situation where you are attending an event, speaking at a conference, or conducting any activity in which you plan to list yourself as an SGAC member primarily (whether as a position holder or regular member), you **must** coordinate this activity with your team coordinator, co-lead or a relevant member of the SGAC Executive Office. The SGAC Executive Office is defined in Section 6.4.0 of the Bylaws but will generally mean that you need to get the approval of your team coordinator, co-lead or a relevant member of the SGAC Executive Office.

For example, if you are a National Point of Contact for SGAC and have been invited to attend a domestic event in your country, you cannot agree to attend the event as the National Point of Contact on behalf of SGAC unless authorised by your Regional Coordinator. Other examples of this include:

- You are part of a regional team and have been invited to speak at an event. Before you list your affiliation as SGAC, you must seek the authorisation of your team coordinator, co-lead or a relevant member of the SGAC Executive Office.
- You are writing an email to another organisation to explore some sort of collaboration between SGAC and the other organisation - you must seek authorisation from your team lead before writing such an email, or by the Regional Partnership Manager or the Executive Director.
- You have been asked to share your thoughts on a particular space related matter at a public forum as part of your SGAC work. These thoughts could easily be construed as

advocacy or representation, and so you must seek authorisation from your team coordinator, co-lead or a relevant member of the SGAC Executive Office.

- You want to organise an event to promote space in your community, whether domestically, regionally, or internationally - before you can say SGAC supports this event, you must first seek authorisation from your team coordinator, co-lead or a relevant member of the SGAC Executive Office. You cannot put the SGAC logo on any document, promotional flyer, or social media post without explicit approval from team coordinator, co-lead or a relevant member of the SGAC Executive Office.

C. Right of Approval for SGAC Representation

“2. Anyone wishing to represent SGAC at various events, committees, forums must inform the SGAC Executive Office before the event occurs and the SGAC Executive Office has a right to disapprove such activity if there are important reasons.”

If you are a position holder at SGAC, you might get invited to various events, committees, forums, and other space related opportunities. This is great and exactly what SGAC is about. Your position at SGAC is intended to facilitate your growth, and attending events is an important part of this.

At the same time, it is very important for you to act in the best interests of SGAC, and for SGAC to be aware of how you are taking advantage of the position you hold. Despite being an SGAC position holder, you are not allowed to arbitrarily represent SGAC at events without the approval of your team coordinator, co-lead or a relevant member of the SGAC Executive Office. This is because the overall strategic direction of SGAC is guided by our Executive Office and they are the ones (along with some others) who can determine whether or not it is appropriate for the organisation to be represented at a particular event. Also, there might be existing arrangements SGAC has made and this policy helps SGAC to better coordinate our participation in external activities.

Examples of how to inform appropriately include the following:

- You have decided to submit an abstract for presentation at a conference. You would like to list SGAC as your affiliation. In order to do this, you must first ask your team coordinator, co-lead or a relevant member of the SGAC Executive Office and share your idea/abstract with them before submitting it.
- You are organising a formal meeting with your space agency, university, local astronomy society, or any other group, where you will be meeting them in your capacity as a member or position holder at SGAC. In these situations, it is important for you to take permission from or, at the very least, inform your team coordinator, co-lead or a relevant member of the SGAC Executive Office of your activities.
- You have been invited for a television interview because of your work at SGAC, or where your work for SGAC will be discussed. You must take permission from your team coordinator, co-lead or a relevant member of the SGAC Executive Office

“4. If the SGAC delegate is asked to make a speech, presentation or any kind of contribution on behalf of the SGAC he or she must send it in advance to the Executive Office (execsecretary@spacegeneration.org) for approval.”

SGAC is a global organisation. We have certain values, fundamental principles, and positions which we uphold in all our activities. As such, if you are conducting any activities that fall within the scope of this Representation Policy which require you to deliver remarks, make a presentation, publish an article or an academic paper, or any similar material, you must either explicitly state that your work does not represent SGAC, or send it in advance to your team coordinator, co-lead or a relevant member of the SGAC Executive Office for approval. Examples of this include:

- You have written an article which is about to be published and it will show your affiliation with SGAC as your primary association. You must send this in to your team coordinator, co-lead or a relevant member of the SGAC Executive Office before publication.
- You will be delivering a presentation at a conference where your affiliation is listed as SGAC. You must send this in to your team coordinator, co-lead or a relevant member of the SGAC Executive Office before the conference.

In 99% of cases, SGAC will not object to you participating in an event or activity on its behalf. In fact, we want our members and position holders to serve as our ambassadors in all space related activities around the world. The purpose of this clause is to ensure that our activities are coordinated worldwide.

D. Reporting of SGAC Representation

“3. If a person is approved to represent SGAC in an event, he or she must submit a report that can be filed from each instance of representation within a period of one week.”

If you have conducted any activity within the scope of subsections 1, 2, and/or 4 of the Bylaws (as described in this Representation Policy), you must submit a report of your activity to your team coordinator, co-lead or a relevant member of the SGAC Executive Office as soon as possible after finishing the activity. This could be as simple as a one paragraph summary sent by email, or could be a blog post you want to share with your network.

This allows the SGAC Executive Office to be aware of all the amazing things SGAC members are doing all around the world and also allows us to ensure that we are able to highlight your work in our reports, social media, and other publications. At the same time, should there be any issues that arise from a particular event, it is important for the SGAC Executive Office to be aware of who participated in any event on behalf of SGAC and how that participation turned out.

E. Political Neutrality of SGAC Representation

“5. To ensure SGAC's ability to interact with the diverse array of global space actors across all nations, political neutrality shall be maintained by the Organisation. SGAC shall make no official statement or action on issues other than those directly related to space and as stated in our mission. Should SGAC seek to make a political or official public statement, such a statement shall be approved and ratified through two of the three means listed here: a 2/3rds majority of the Advisory Board, a Simple Majority of the Executive Committee or unanimously by the Executive Director and Chairs.”

SGAC is not a political organisation. Impartiality and neutrality go to the core of SGAC as an organisation. As such, if you are engaged in any sort of political work, you are not allowed to use your SGAC membership or position in that context.

All forms of political speech, including advocacy work conducted by SGAC must be channelled through the SGAC Executive Office for it to be brought to the public as an official SGAC message. Please do not purport to represent SGAC in places we do not belong, nor places where you are not authorised to take us.

For example, you should not make SGAC part of a speech at the United Nations without clearing that speech with the SGAC Executive Office beforehand. Similarly, SGAC should not form part of a campaign being conducted by a person or an entity to establish anything or get to a post, without prior authorisation.

“6. SGAC members that engage in political actions including but not limited to: authoring position papers, statements on social media, running for elected office, participation in political groups, participation in protests, voting in local and national elections, may do so as private individuals. Should SGAC Team Members wish to share political or technical thoughts not representative of or based on work conducted by the Organisation in public fora where they are representing SGAC, they should include a disclaimer that they are not representing SGAC's position on the specific matter.”

Just because SGAC is not a political organisation, does not mean SGAC members cannot engage in political activity. It simply means you cannot do it within the context of your work at SGAC.

SGAC does not, and cannot stop you from doing anything you want. We simply ask that you insert a disclaimer in all your political work, or any work that you have not sought prior authorisation for, which explicitly says: 'This work does not necessarily represent the views of the Space Generation Advisory Council'. This is a good practice generally and we are sure any affiliations you have other than SGAC would also encourage it. Additionally, you may also use such a disclaimer for activities you are conducting under other sections described in this policy.

F. Enforcement of this Policy

“7. Failure to comply with this Bylaw may result in the removal of team members from their positions. Membership of Members not complying with this bylaw may be revoked.”

All violations and breaches of this Representation Policy will be investigated in accordance with the SGAC [Code of Conduct](#) and the procedures mentioned therewith. This may include the commencement of a Code of Conduct Committee. Actions have consequences. If you are found to be in violation of this policy, adequate and proportionate measures will be taken against you.