



SPACE GENERATION
ADVISORY COUNCIL

Policy on the Usage of Artificial Intelligence

Authored by: Office of the General Counsel

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1. Definitions

In the present document, the terms appearing with a capitalised first letter shall bear the meaning assigned to them under this section or as otherwise defined in context. Words importing the singular shall be considered to include the plural and vice versa. Words denoting a specific gender shall be deemed to include all genders.

Activities	All events, presentations, podcasts, and any other kind of activity SGAC members carry out under their organisational capacity.
AI	Artificial Intelligence.
Executive Committee or EC	The Executive Committee of SGAC, including the staff members, as defined in Art. IX of the Statutes and Section 6.3. of the Bylaws.
Member	An individual enjoying membership within SGAC, as defined in Art. IV of the Statutes and Section 4. of the Bylaws, excluding “General Members” as described in the Statutes, and including SGAC Staff.
Project Groups	The 11 research teams established within SGAC.
SGAC or Organisation	The Space Generation Advisory Council.
SGAPP	The Space Generation Advocacy and Policy Platform, SGAC’s dedicated policy team.
Team	An SGAC Region, Project Group (incl. sub-groups), or office comprising the Executive Office
Team Lead	A Member responsible for the oversight of a Team on Executive Committee level
Tools	AI-powered services, e.g. ChatGPT or other Large Language Models (LLMs).

2. Purpose

The aim of the present policy is to ensure that AI and related Tools are not misused when conducting SGAC-related activities. It is understood that they offer a number of advantages that the Organisation can benefit from, hence this document does not seek to prohibit the use of Tools, merely to establish a framework for its responsible usage.

SGAC is a highly-respected organisation and it is expected that its members will show the highest level of professionalism while carrying out Activities. Considering the wide range of these Activities and the significance of SGAC contributions to the global space landscape, it is important to preserve the Organisation's integrity. Irresponsible or undisclosed usage of AI has the potential to damage the credibility SGAC has worked on establishing over the years.

3. Scope

This policy covers Activities carried out by SGAC Members under their organisational capacity. This includes formal occasions with an official SGAC presence (e.g. events), but also instances where a person can be reasonably understood to be not attending on an individual basis.

It shall also extend to aspiring Members, while they are in the process of submitting an application for an SGAC vacancy. Applications are governed by the Vacancy Application Guidelines; in case of a contradiction between the two documents - solely in regard to a vacancy application - the Application Guidelines shall prevail.

The provisions contained therein shall govern the use of Tools and AI technology in connection with Activities including, but not limited to:

- Preparation of presentation materials, conference interventions, and other public event speaking engagements under the SGAC name;
- Drafting of Project Group papers, presentations, and other submissions or publications;
- Authorship of policy overviews or positions as part of the SGAPP;

- Production of multimedia content, such as podcasts and videos;
- Creation of bids and supporting documents for SGAC events.

This policy shall apply regardless of the means of publication used, e.g. written or electronic, and regardless of whether the AI-generated content is for internal use or distributed externally.

4. Acceptable Use of AI

As mentioned above, this policy does not outright forbid Members from harnessing the capabilities of AI; it aims to create a framework to ensure that such usage takes place in a responsible manner. The present section presents some cases where utilising Tools can improve the quality of the deliverables and the efficiency of SGAC.

In all the cases mentioned below, any material augmented through the use of Tools should be thoroughly reviewed and edited accordingly, prior to any kind of submission, both internally and externally. Any substantial reliance on AI shall be appropriately disclosed in accordance with Section 6.

4.1. Drafting Support

Throughout their SGAC career, Members are often tasked with creating large and complicated documents, such as papers, presentations, speeches etc., a process that can be demanding and complicated. For this reason, utilisation of Tools for tasks such as proofreading and structure streamlining could be allowed, provided that it takes place in the most responsible way.

4.2. Proofreading and Language Assistance

In full appreciation of the international nature of SGAC and the fact that a lot of its Members originate from countries where English is not an official language, it is understandable that some Members might wish to improve the linguistic aspect of their deliverables through the use of Tools.

Provided that the language alterations are not too extensive, to a degree that the intended meaning is fundamentally affected, AI could significantly support Members by providing meaningful language improvements.

4.3. Summarisation

AI technology and Tools can speed up processes like summarisation of sources or of deliverables produced by Members, e.g. to support the production of an abstract. While this shall not be prohibited in the context of Activities, Members need to ensure that such usage of Tools does not alter the information contained in the summarised piece.

In addition to this, it is the responsibility of the Members to ensure that information contained in the original piece is not restricted from becoming part of a prompt in a Tool. More detailed information on this can be found in Section 7.

4.4. Creation of Demanding Visual Elements

Considering that Members often engage in research on and analysis of complex concepts, the solicitation or creation of relevant visuals might not be feasible, without specialised knowledge of design and relevant tools. In such cases, Members are allowed to use Tools to create appropriate images, videos, diagrams, and charts that will accompany their written creations.

However, Members are encouraged to always try to either create the said elements on their own or acquire creations of other individuals, before turning to Tools for the said purpose. In case the use of AI is the sole viable solution, proper attribution should be made, in accordance with Section 6.

5. Unacceptable Use of AI

Contrary to the content of the previous section, the cases contained hereunder shall be considered as unallowed use of Tools and their capabilities. This is due to the potential negative consequences of such use, mainly towards the credibility of SGAC, the quality of the deliverables produced, and the integrity of its Members.

Unlike the examples above, the present section focuses on cases where Members use the Tools to produce content from scratch, rather than refine deliverables produced by them. In case Members engage in inappropriate Tool utilisation, the relevant Team Leads shall have the right to take any appropriate action detailed in Section 9.

5.1. Content Generation

Members shall not employ Tools to fabricate content to be used in SGAC deliverables. This includes the generation of any kind of content without the meaningful contribution of Members, including, but not limited to, ideas, arguments, policy recommendation, and analytical insights forming the core of SGAC-related content.

While the improvement of original ideas through the use of Tools is allowed, they shall not be used in lieu of the Members' own thinking and contribution.

5.2. Provision of Feedback

In an attempt to show appreciation towards the effort put behind applications, presentations, and generally all kinds of submissions before an SGAC Team, Members - especially Team Leads - should refrain from using AI to generate feedback on the aforementioned pieces of work. This is to ensure that the time put into creating the said deliverables is appreciated to the maximum extent, even in cases of unsuccessful attempts, e.g. a vacancy applicant not getting selected for the position.

5.3. Ranking of Applications

In a number of SGAC Activities, Members are requested to submit an application to be considered for participation, whether that be as part of an organising team or as a delegate. In the spirit of appreciation towards the applicants, Team Leads and other Members involved in the application assessment process, shall not use Tools in order to evaluate applications, without any kind of human input in the whole process.

Consulting results provided by Tools in case of a stalemate shall not be restricted, however, relying solely on automated methods to determine successful applicants should be avoided.

6. Declaration of AI Usage

In case a Member decides to employ Tools during the undertaking of an Activity, they are responsible for properly declaring the extent of the contribution made by AI technology, whether this was proofreading, structure support, or visual content generation. Depending on the final form of the deliverable modified by Tools, Members should make sure that such declaration is placed in a prominent and identifiable location near the outset of the deliverable, in such a way that it is apparent to recipients prior to any substantive content being presented.

For the generation of visual elements, in addition to the declaration, Members need to be certain that Tools allow public and third-party use of the said material. Furthermore, any AI-originating visual elements should respect copyrights and ensure it upholds the Organisation's values.

7. Prohibited Inputs

Members should, at all times, refrain from using Tools with sensitive organisational data included in the prompts. This includes, but is not limited to, information related to SGAC's financial data, partnership terms and contractual provisions, strategic objectives not publicly disclosed, personal data of individuals, or any piece of information that is classified as confidential.

In case it is imperative that Members import any information to be processed in accordance with Section 4 (e.g. for note taking or to summarise large internal memos), they should consult with the Legal Team. If a high risk is deemed to exist, approval from the Executive Committee should be sought prior to the processing of such information in any kind of Tools. For security purposes, Members initiating such handling of said information, should be doing so after taking all reasonable measures to ensure sensitive information has been either anonymised or removed.

8. Responsibilities of Members

When using Tools in accordance with Section 4, Members should always employ the highest degree of professionalism and thoroughness. Members using Tools to improve the language or content of their work are expected to retain full responsibility for the final content and ensure that it reflects the ideas, expertise, and contributions of themselves and their team. Additionally, Members should try to the best of their abilities to ensure that the content is not generic or misleading, something that could fail to meet the standard expected for SGAC outputs.

In the cases of research deliverables by Project Groups or SGAPP and their respective teams, Team Leads should ensure that any usage of Tools is taking place in a manner compliant with the present policy. Where usage of Tools results in a significant portion of deliverables being AI-generated, Team Leads shall be allowed to oppose the submission of the said deliverables.

For submissions of potentially significant impact for SGAC, e.g. high-profile presentations, SGAC positions etc., Teams should follow a two-tier review process, where the deliverable is evaluated both by the person responsible and a Team Lead.

9. AI Training and Education

In cases of Ordinary Members, as these are defined in the SGAC Statutes, the successful completion of a training course on the usage of Tools and the permitted actions, as well as mitigation techniques, shall be mandatory. The course is to be developed with the support of the SGAC Educational and Professional Development Platform, the HR Team and the Office of the General Counsel.

The obligation contained in the present section shall also apply retroactively to all Ordinary Members at the time the said training course becomes available.

10. Enforcement and Reporting

In case a breach of this policy is detected, the respective Team Leads should do their best in order to mitigate its impact, as soon as possible. Breaches by Members are to be assessed on a case-by-case basis and it shall be up to the Team Leads to decide the most appropriate course of action, based on the needs of the Team and the severity of the breach.

Should a breach be deemed to be of major impact to either the Team or the Organisation, the Team Leads shall notify the Office of the General Counsel and, if necessary, the Executive Committee. In all cases, should Team Leads face difficulties in addressing the situation internally, they shall have the right to escalate the issue as they see appropriate.

11. Implementation and Review

This Policy shall be reviewed periodically to ensure it remains updated, based on the operational needs of the Organisation and the relevant advancements in AI technology. Amendments can be proposed by any SGAC Team to the Office of the General Counsel, that shall review them and present an updated version of the Policy to the Executive Committee for the final approval.

For any questions, feel free to get in touch with the Office of the General Counsel at legal@spacegeneration.org.

Annex A: Declaration of AI Usage

To ensure compliance with the provisions of the present policy, Members are requested to include the following declaration in all deliverables that were augmented with the use of Tools. The placeholders shall be completed as appropriate; no signature is required for the declaration to take effect.

AI Usage Declaration

It is hereby declared that AI tools were used in the preparation of this deliverable for the purposes of **[e.g. language refinement, content summarisation, visual generation]**. The tools used include **[e.g. ChatGPT, Grammarly, DALL·E]**, and their outputs were reviewed and finalised by the contributor(s). Human oversight was maintained throughout, and the submission is considered compliant with the SGAC AI Policy.



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