

<b>Center for the Advancement of Science in Space, Inc.</b>	
<b>Name</b>	ISS National Lab User Advisory Committee Charter
<b>Number</b>	CORP-301
<b>Effective Date</b>	March 5, 2024

## Background

For more than 20 years, humans have lived and worked continuously onboard the International Space Station, advancing scientific knowledge and demonstrating new technologies, making research breakthroughs not possible on Earth that will enable long-duration exploration into deep space and benefit life here on our planet.

In an effort to expand the research opportunities of this unparalleled platform, the ISS was designated as a U.S. National Laboratory in 2005 by Congress, enabling space research and development access to a broad range of commercial, academic, and government users. The ISS National Laboratory® is responsible for managing all non-NASA research, and all investigations require the capacity to utilize microgravity for the benefit of humanity. Through the ISS National Lab, this unique space-based research platform is available to U.S. researchers from small companies, research institutions, Fortune 500 companies, government agencies, and others, all interested in leveraging the space environment to solve complex problems on Earth.

In 2011, the Center for Advancement of Science in Space™ (CASIS™), a nonprofit, non-government organization, was selected as the manager of this incredible research facility, with a focus on enabling a new era of space-based research to improve life on Earth. In this innovative role, the ISS National Lab is charged with promoting and brokering a diverse range of research, from fundamental science to technology development, in-space production applications, and educational outreach and workforce development.

Since 2011, CASIS has selected hundreds of ISS National Lab-sponsored research projects, from developing new drug therapies to better understanding how cancer forms, creating improved disease models, testing advanced materials and technologies for a wide range of applications, and manufacturing human tissues in space. This research portfolio represents a growing community of researchers taking their scientific dreams beyond the limits of gravity. Working together with NASA, the ISS National Lab aims to advance the nation's leadership in commercial space, pursue groundbreaking science not possible on Earth, and leverage the space station to inspire the next generation.

## Purpose

The International Space Station National Laboratory User Advisory Committee (ISS National Lab UAC) provides an organized framework and forum for interaction between the parties who are interested in using the ISS National Lab and the Center for Advancement of Science in Space (CASIS). 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.

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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.

**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 on prioritization and selection processes.
- Serve as an advocacy group for the ISS National Lab and its user community.
- Provide insight into the research goals of the user community.
- Provide recommendations for resolution of user community issues as well as improvements to the user experience.
- Respond to task assignments by the ISS National Lab to identify and assess enhancements that will increase functionality and utility for the user community.

**Structure**

The UAC will consist of 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 subcommittees are:

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

## Membership

Anyone who participates in the mission of the ISS National Lab is eligible to be a member of the UAC. UAC members and chairpersons 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. Members shall represent the needs and interests of the broader science and development communities not otherwise represented on the UAC.

Members and chairpersons shall serve two-year terms. The CASIS CEO may approve additional terms on a case-by-case basis. Terms begin at the start of the calendar year. Nomination and selection of members will occur in the Fall with terms beginning in January of the upcoming calendar year.

Terms for sub-committee chair positions shall be staggered to ensure continuity of operations.

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.

UAC subcommittees are generally more effective with eight or fewer members, including the subcommittee chair. Exceptions may be approved by the CASIS CEO.

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.

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## 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 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.

Signed,

DocuSigned by:  
  
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Ray Lugo  
 CASIS President & CEO

## Reference Documents

TBD – UAC membership selection process

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**CONFLICT OF INTEREST DISCLOSURE STATEMENT**

**User Advisory Committee Member**

1. Please identify below all organizations from which you or your Family Member<sup>1</sup> receive compensation as a full or part-time employee or independent contractor, or in which you or your Family Member have a financial interest:

Name of Organization	Role	Self/Family Member

2. Other than your membership on the ISSNL UAC, during the past 12 months have you or a Family Member had any business transactions or other relationships with CASIS or any of its directors, officers, employees, or independent contractors?

No  
 Yes – describe.

3. Are there any other facts that you believe could impact your ability to provide impartial advice while serving on the ISSNL UAC?

No  
 Yes – describe.

I certify that the information set forth in this Conflict of Interest Disclosure Statement and attachments hereto, if any, is true and correct to the best of my knowledge, information, and belief. I also certify that I commit to providing an updated form whenever a material change occurs in the information I have provided. I understand that the information provided in this Disclosure Statement will be held by CASIS in confidence and disseminated within CASIS only on a need- to-know basis.

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<sup>1</sup> A “Family Member” includes a spouse, domestic partner, ancestor, sibling, child, or other descendant of a person, or a spouse or domestic partner of a sibling, child, grandchild, or great grandchild of a person.

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Employer / Organization Affiliation

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

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