

28 March 2019

English only

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**Committee on the Peaceful  
Uses of Outer Space**  
Legal Subcommittee  
Fifty-eighth session  
Vienna, 1–12 April 2019

## **Request for observer status with the Committee on the Peaceful Uses of Outer Space: application of the Moon Village Association**

### **Note by the Secretariat**

1. At its thirty-third session, in 1990, the Committee considered guidelines for granting observer status with the Committee to international intergovernmental and non-governmental organizations. The possible criteria suggested by the Outer Space Affairs Division to the Committee at the time were the following:

(a) As part of its programme, the organization should be concerned with matters falling within the competence of the Committee on the Peaceful Uses of Outer Space;

(b) The aims and purposes of the organization should be in conformity with the spirit, purposes and principles of the Charter of the United Nations;

(c) The organization should be a recognized international organization and should have an established headquarters, an executive officer, and a constitution, a copy of which is deposited with the Secretary-General of the United Nations. In the case of a non-governmental organization, it should be a non-profit organization.

2. Having considered the matter, the Committee at its thirty-third session, agreed, that in the future non-governmental organizations which request observer status with the Committee should have consultative status with the Economic and Social Council (ECOSOC) and should, as part of their programmes, be concerned with matters falling within the competence of the Committee.

3. At its fifty-third session, in 2010, the Committee agreed that observer status would be granted to non-governmental organizations on a provisional basis, for a period of three years, pending information on the status of their application for consultative status with the Economic and Social Council. The Committee also agreed that the provisional observer status could be extended for an additional year, if necessary. The Committee further agreed that it would grant permanent observer status to such non-governmental organizations upon confirmation of their consultative status with the Council.

4. While the Committee's decision did not specifically include the elements referred to in 1 (c) above, it has been the practice of the Committee, since its decision



in 1990, to have before it the constitution or statutes of the organization or entity requesting observer status.

5. On 19 March 2019 the Office for Outer Space Affairs received an application for observer status with the Committee on the Peaceful Uses of Outer Space from the Moon Village Association. The following related correspondence received from the Moon Village Association is attached to this document:

- (a) Letter from the Moon Village Association containing a background information and justifying the intention to become a permanent observer of the Committee;
  - (b) Statute the Association;
  - (c) Definition Document;
  - (d) Organizational Definition.
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19 March 2019

## MOON VILLAGE ASSOCIATION

Ms. Simonetta Di Pippo  
Director  
Office for Outer Space Affairs  
United Nations Office at Vienna  
Vienna International Centre  
Wagramerstrasse 5  
A-1220 Vienna  
Austria

Dear Ms. Di Pippo,

On behalf of the Moon Village Association (MVA), I am writing to formally apply for the status of Permanent Observer Organization to the United Nations Committee on the Peaceful Uses of Outer Space (COPUOS).

The Moon Village Association's goal is the creation of a permanent informal global forum for stakeholders (including governments, industry, academia, and the public) interested in the development of the Moon Village.

Founded in 2017, the Moon Village Association (MVA) comprises approximately 200 individual members from more than 35 countries around the globe, representing a diverse array of technical, scientific, cultural, and interdisciplinary fields. The MVA has also more than 25 institutional members (please see attached annex for the current list of institutional members) and 4 cooperating organizations. The MVA works with non-space organizations to promote international discussions and the formulation of plans to foster the implementation of the Moon Village. We are also creating international, national, and regional networks to engage civil society around the world. To date, the MVA has regional coordinators in North America, South America, Asia, Australia, and Europe.

The work and aims of the MVA are strongly tied to UNISPACE+50 Thematic Priority 1. *Global partnership in space exploration and innovation*. The MVA aims to develop visions of lunar activities open to the global community. Likewise, The MVA contributes strongly to UNISPACE Thematic Priority 7. *Capacity Building for the 21st Century*. This cross-cutting theme aligns perfectly with the inclusive theme of the Moon Village vision, open to interested and willing scientific and commercial communities and undertakings from around the world, regardless of their degree of previous spaceflight experience. The MVA also organized a side-event at last year's UNISPACE+50 event, entitled "Contribution to Moon Settlement"<sup>1</sup> where UNISPACE+50

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<sup>1</sup> UNISPACE+50 Symposium, outreach, awareness-raising and related side-events, A/AC.105/2018/CRP.19/Rev.1, para. 33 (iii), 27 June 2018.

participants discussed approaches to internationally collaborative lunar activities with the UNISPACE+50 thematic priorities in mind.

Additionally, the MVA mission, vision, and activities are strongly tied to the Space2030 Agenda, including all four of its pillars, and all the MVA's Working Groups have 2030 as the time horizon for their activities. The MVA anticipates progress towards the Moon Village will advance the space economy pillar of the Space2030 agenda with the development of space-derived economic benefits. The MVA also sees the Moon Village as a platform for the advancement of societal benefits of space-related activities, and therefore aligned with the Space2030 Pillar 2. *Space Society: development of space-derived economic benefits.*

Space2030 Pillar 3. *Space accessibility: access of space for all*, is also aligned with the Moon Village Association's focus on broadening and deepening space access and technology for the widest range of actors and stakeholders in lunar activities, including exploration, science, commerce, and cultural development. Additionally, as the MVA is inherently and fundamentally international in nature, Pillar 4. *Space diplomacy: building partnerships and strengthening international cooperation and the governance of space activities*, is a key priority for the MVA's success, since it aims to create common positions on different topics of general interest.

We look forward to working with the entire COPUOS in the stepwise and equitable development of the Moon Village, and are eager to play our part as permanent observers at the historic, central, and pivotal committee of Member States in the peaceful exploration and use of outer space. Please also note that we have initiated the process to secure consultative status with the UN Economic and Social Council (ECOSOC), and aim to accomplish this as soon as practicable.

I am herewith attaching our supporting documents to the application as follows:

1. Statute of the Moon Village Association (English translation)
2. Moon Village Association Definition Document
3. Moon Village Association Organization Definition

We would be grateful for your consideration of our application at the earliest opportunity. In the meantime, we remain at your disposal to provide any further information you may require.

*Sincerely,*



Dr. Giuseppe Reibaldi  
President  
MOON VILLAGE ASSOCIATION

## ANNEX 1

### MOON VILLAGE ASSOCIATION Institutional Members

	INSTITUTION	COUNTRY
1	ASTRAX	Japan
2	Cislunar Industries	USA
3	Cislunar Space Development Company	USA
4	Colorado School of Mines	USA
5	Cyprus Space Exploration Organisation (CSEO)	Cyprus
6	For All Moonkind. Inc.	USA
7	International Moonbase Alliance, LLC	USA
8	ispace Inc.	Japan
9	Lockheed Martin Corporation	USA
10	Office of Other Spaces	Australia
11	OffWorld Inc.	USA
12	People's Friendship University of Russia (RUDN)	Russia
13	Planet Zebunar	Ireland
14	PTScientists GmbH	Germany
15	School of Life Science, Beijing Institute of Technology	China
16	Scientific Network ARCHES	France
17	Sen Corporation Ltd	UK
18	Skidmore, Owings & Merrill	USA
19	Southern California Commercial Spaceflight Initiative	USA
20	Space Development Foundation	USA
21	Space Treaty Project	USA
22	Taksha Institute	USA
23	Team Indus. Axiom Research Labs Pvt. Ltd.	India
24	University of Mississippi School of Law	USA
25	Yuzhnoye State Design Office	Ukraine



## **Moon Village Association**

Statute of the Association

as of November 2017

(as registered in Vienna, Austria, translation from German)

### **Preamble**

The founders of the Moon Village Association,  
emphasizing that the Moon Village will be a common destination for multiple users and multiple uses where different nations could collaborate together for sustainable operations on the lunar surface as well as in cis-lunar space;  
acknowledging that the Moon Village will encompass infrastructure and systems supporting surface operations or stand-alone activities in lunar orbits;  
believing that the Moon Village will enable important new opportunities for the science of the Moon, on the Moon and from the Moon;  
convinced that the Moon Village could become the proving ground for the future exploration of Mars and other celestial bodies;  
appreciating that the Moon Village vision will play a key role in the long-term, peaceful, and sustainable evolution of humankind;  
highlighting that the Moon Village will serve as a catalyst for governmental, scientific, educational and commercial activities and for stimulating investments; and  
expecting that, on the basis of governmental and private funding, industry will build infrastructures and provide products as well as create new applications and services, have joined efforts to establish the Moon Village Association.

### **Article 1 - Name**

The association's name is "Moon Village Association – Association for the promotion of the development of an international infrastructure on the Moon". The abbreviation "MVA" has the

same meaning and can equally be used, as can the combination “Moon Village Association (MVA)”.

#### **Article 2 – Seat**

- (1) The seat of the association is in Vienna. Its activities are international.
- (2) The establishment of branches is not intended.

#### **Article 3 – Duration**

The association is established for an unlimited time.

#### **Article 4 – Objectives**

The association, the activities of which are not for profit, aims at coordinating the efforts of the Moon Village global network. The association’s objective is to be the premier organisation supporting the world-wide decision making process for the creation of Moon Village infrastructure in/beyond Low Earth Orbit (LEO) under sustainable and open ended human and robotic programs, in partnership with space agencies, industry and society, and in particular to:

- a. create global awareness of the prospective benefits of the Moon Village;
- b. develop ideas about how Earth’s citizens, regions, and the environment will benefit in the near and mid-term if humanity advances to establish a permanent base on the Moon;
- c. consolidate a compelling shared vision that fosters a sense of belonging and inspires a group of people to create the Moon Village together;
- d. coordinate space and non-space organizations in supporting the vision, creating a new open dynamic that includes ideas from space agencies, commercial space actors, donors, philanthropists and citizens;

- e. create a paradigm shift in how international space missions are being designed - in a fast, low cost, creative and collaborative manner;
- f. foster the vision to the society at large to engage citizens worldwide; and
- g. support the interests of civil society and international space community.

#### **Article 5 - Means and Activities**

To achieve its objectives, the MVA will employ the following means and carry out the following activities:

- a. address all parts of society, including governmental and non-governmental entities, universities, industry, professional associations, social and cultural associations, media, private individuals and decision makers;
- b. promote discussion and communication among government, industry, academic and public parties concerning the Moon Village and related topics;
- c. aggregate ideas for the development of the Moon Village for peaceful purposes;
- d. diffuse these ideas through various media and publications, including scientific journals, newspapers and magazines, television, Internet fora, blogs, social networks etc; and
- e. organize events dedicated to the objectives described in Article 4.

#### **Article 6 – Membership**

- (1) Individuals and legal entities may become members of the association.
- (2) Individuals and legal entities may be ordinary members of the association. The former are denoted as individual members, the latter as institutional members.
- (3) In addition to ordinary members, there are honorary members and supporting members.
- (4) Individual members are required to contribute to the association's goals by personally furthering the association's work and by paying the membership fee.



- (5) Institutional members contribute to the association's goals by furthering the association's work by the means available to it and/or by paying the institutional membership fee.
- (6) Honorary members contribute to the association by offering their experience and expertise as well as by their reputation. They do not pay a membership fee.
- (7) Supporting members promote the association goals by paying a larger membership fee.

#### **Article 7 – Admission**

- (1) Individual and institutional membership is awarded upon an application for membership.
- (2) Honorary and supporting membership is awarded upon proposal by a member of the association.
- (3) The Board decides about the applications and proposals for membership.

#### **Article 8 - Membership Rights**

- (1) All members have the right to work towards achieving the objectives of the association on the basis of the statute.
- (2) All members have the right to participate in the activities of the association.
- (3) Individual members have the right to participate and vote in the General Assembly. They have right to vote and are eligible for offices and functions of the association's bodies.
- (4) Institutional members are represented by one representative of their choice and have the right to participate and vote in the General Assembly.
- (5) Honorary and supporting members have the right to participate but do not have the right to vote in the General Assembly.

### **Article 9 - Membership Obligations**

- (1) Members are required to contribute actively to the interests and goals of the association on the basis of the statute and to the best of their abilities and shall refrain from any actions which may damage the reputation of the association or impair the achievement of the association's goals.
- (2) Members shall comply with the statute and the decisions of the association's organs.
- (3) Members, except the honorary members, shall punctually pay an annual membership fee as decided by the General Assembly.

### **Article 10 - Loss of Membership**

- (1) Membership ends with the individual's death, the liquidation of the legal entity, voluntary resignation or through exclusion.
- (2) The resignation of membership must be tendered in writing to the Board no later than two months before the end of the calendar year. The membership ends with the end of the calendar year in which the notice was given.
- (3) The Board may exclude a member if the member fails to pay the membership fee despite at least two written reminders and adequate extension, and continues to default for longer than six months.
- (4) The Board may exclude a member for grossly neglecting membership obligations or dishonourable conduct.

### **Article 11 – Funding**

The financial means of the association come from

- (a) membership fees, and
- (b) other financial means or in-kind contributions from public or private supporters and sponsors.

## **Article 12 – Association’s Organs**

The association’s organs are the General Assembly (Article 13), the Board (Article 14), the Advisory Council (Article 16), the Auditors (Article 17) and the Mediation Board (Article 19).

## **Article 13 –General Assembly**

- (1) The General Assembly is the “assembly of the members” within the meaning of the Austrian Law of Associations 2002 (“Vereinsgesetz”) which meets at least once every year.
- (2) The Board sets the precise date and place for the General Assembly, and must inform all members in writing thereof and about the agenda of the meeting no later than two weeks prior to that date.
- (3) The President shall chair the General Assembly; in his/her absence his/her deputy chairs the meeting. When the deputy is also absent the oldest member of the board present at the General Assembly shall chair the meeting.
- (4) The General Assembly is quorate regardless of the number of members present. .
- (5) For decisions and elections, General Assembly decides with a simple majority of the valid votes cast. Decisions to change the statute of the association or to dissolve the association require a majority of two thirds of the valid votes cast.
- (6) The vote is generally taken by show of hands, with the exception of the election of the members of the Board and when requested by at least one member. In these cases a secret ballot is held.
- (7) If a member is not present, his/her vote in the General Assembly may be cast by a proxy signed by the member. The proxy must be given in writing. A proxy in the form of an email is permissible.
- (8) Only the General Assembly decides on the following:
  - a. election of members of the Board and Auditors;
  - b. dismissal of members of the Board and Auditors;

- c. determining the amount of the annual membership fees;
- d. acceptance of the association's budget as proposed by the Board;
- e. receipt and approval of the statement of accounts and the financial statements with the Auditors' involvement;
- f. discharging the Board;
- g. changes to the association's statute or bylaws;
- h. the voluntary dissolution of the association; and
- i. discussion and decision of any other agenda items.

(9) An extraordinary General Assembly shall be held upon

- a. the decision of the Board or the General Assembly,
- b. the written request by at least one tenth of the association's members,
- c. the request of an Auditor (as per Article 21 (5), first sentence, Austrian Law of Associations 2002 ("Vereinsgesetz"),
- d. the decision of an/the Auditor/s (as per Article 21 (5), second sentence, Austrian Law of Associations 2002 ("Vereinsgesetz"),
- e. the decision of a court appointed trustee (as per Article 15, last sentence, of this statute)

within four weeks.

#### **Article 14 - The Board**

- (1) The association is directed by the Board. It is the "management body" within the meaning of the Austrian Law of Associations 2002 ("Vereinsgesetz"). The Board exercises all functions and tasks not assigned to other organs of the association.
- (2) The Board is comprised of at least five and no more than nine members. The Board members hold their position on honorary basis.
- (3) The Board positions include at least the Chairman ("President"), the Deputy Chairman ("Vice-President"), the Secretary ("Director of Community Relations"), the Treasurer,

and the Legal Advisor. Furthermore, there may be a Director of Operations, a Strategic Director and other positions as decided by the General Assembly.

- (4) The members of the Board are elected by the General Assembly.
- (5) The members of the Board are elected for a term of two years. Re-election is possible. Each office is to be held personally.
- (6) A member of the Board keeps his/her office until the end of the term of office or his/her resignation, dismissal or death.
- (7) Members of the Board may resign their office at any time. The notice of resignation must be tendered in writing to the remaining members of the Board.
- (8) Each member of the Board who is absent, without excuse, three consecutive times from Board meetings is considered as having resigned.
- (9) The Board is elected by the General Assembly. When a member of the Board resigns, the Board may co-opt another member of the association to the Board in his or her place, which requires the subsequent authorisation by the following General Assembly. Should the Board be unable to function due to a lack of supplemental co-opting or for an unforeseeable lengthy period of time, every Auditor is required to call an extraordinary General Assembly meeting to re-elect a functioning Board. Should the Auditors be incapacitated too, any ordinary member, who becomes aware of the situation, shall immediately request that the competent court appoints a trustee, who should promptly convene an extraordinary General Assembly meeting.
- (10) The General Assembly may dismiss the entire Board or individual members of the Board at any time. The dismissal shall come into effect with the appointment of the Board or new member of the Board.
- (11) The Board shall hold a meeting at least twice a year. Members may attend in person, by telephone or internet connection.
- (12) The Board is quorate if all members of the Board were invited and at least half are present.

- (13) The Board decides with a simple majority of its members.
- (14) Decisions of the Board may be taken by a circular resolution.
- (15) The Board determines and takes the necessary actions for
  - (a) the creation of the required accounting system necessary for the association's needs with an ongoing record of revenues and expenditures and keeping a list of assets as a minimum requirement;
  - (b) preparation of the annual budget, the statement of accounts and financial statements;
  - (c) preparation and convocation of the General Assembly in the situations outlined in Article 9 (1) and (2) (a) – (c) of this statute;
  - (d) informing the association's members of the association's activities, financial conduct and audited financial statements;
  - (e) managing the MVA's property;
  - (f) admittance and exclusion of members;
  - (g) signing and terminating employment contracts for the association;
  - (h) worldwide activities and priorities as well as guiding principles of the MVA;
  - (i) the MVA's strategic plans;
  - (j) the long term plans;
  - (k) annual work plans;
  - (l) creation of working groups; and
  - (m) the organisation of workshops and conferences.

#### **Article 15 – Special obligations of individual members of the Board**

- (1) The President manages the association's ongoing activities. The Secretary/Director of Community Relations supports the President in the management of the association's business.
- (2) The President represents the association externally. Written documents of the MVA require the President's and the Legal Advisor's signatures to become valid, in financial

matters the President's and the Treasurer's signatures are required. Legal transactions between members of the Board and the association require the approval of another member of the Board.

- (3) The authorization to represent the association externally or to sign for the association may only be granted by the members of the Board referred to in para 2.
- (4) In the event of imminent danger, the President is entitled to make independent orders under his own responsibility, including in matters within the scope of the General Assembly or the Board; internally, however, these require the subsequent approval of the association's competent organ.
- (5) The President chairs the General Assembly and the Board meetings.
- (6) The Secretary/Director of Community Relations keeps the minutes of the General Assembly and the Board meetings.
- (7) The Treasurer is responsible for the proper financial management of the association.
- (8) If a member of the Board is prevented from performing his/her function, if he/she may be substituted by the President, who, in case of being prevented, may be substituted by the Vice-President.

#### **Article 16 – Advisory Council**

- (1) The association is assisted by an Advisory Council.
- (2) Advisory Council consists of members of the association. However, the Board may also appoint non-members to the Advisory Council.
- (3) The Board decides about membership in the Advisory Council.
- (4) Every member of the association may make suggestions as to who should be appointed as a member of the Advisory Council.

## **Article 17 – Auditors**

- (1) The General Assembly elects two Auditors for a two year period. A re-election is permissible. The Auditors may be members but may not hold another function in the association.
- (2) The Auditors are responsible for the continuous supervision of the association's business and the audit of the financial management in regard to the regularity and correctness of the financial reporting and the use of the MVA's funds in accordance with this statute. The Board must present the necessary documents and information to the Auditors. The Auditors shall inform the Board about the results of their audit.
- (3) Legal transactions between Auditors and the association require the approval of the General Assembly. Furthermore, the provisions of Article 14 (6), (7) and (10) apply correspondingly to the Auditors.

## **Article 18 - By-laws**

The work of the association shall be conducted in accordance with this statute and by-laws. The by-laws shall be adopted upon a proposal of the Board by the General Assembly. In the event of any conflict between the by-laws and the present statute, this statute shall prevail.

## **Article 19 – Mediation Board**

- (1) Disputes arising out of internal matters of the association shall be solved by the association's internal Mediation Board. It is not an arbitration tribunal in the sense of Articles 577 ff of the Austrian Code on Civil Procedure ("Zivilprozessordnung").
- (2) The Mediation Board is composed of three ordinary members of the association. It is created by one conflicting party naming a member as a mediator in writing to the Board. The Board will within seven days invite the other party to name a second member of the Mediation Board within 14 days. Within 14 days of being informed of their nomination the two mediators nominate a third ordinary member of the



association as the chairman of the Mediation Board. In the case of a tie, the chairman is chosen by lot from the members proposed. The members of the Mediation Board may not be members of any other of the association's organs, the activities of which are subject to the dispute – with the exception of the General Assembly.

- (3) The Mediation Board shall decide after hearing both parties of the dispute and with a simple majority of its members, all of which must be present. It shall decide to the best of its knowledge and belief. Its decisions are final for the internal purposes of the association.

#### **Article 20 - Voluntary Dissolution of the Association**

- (1) The association may only be liquidated when the General Assembly decides its liquidation.
- (2) In case of liquidation, one or more liquidators will be nominated.
- (3) If the association has existing assets, these shall be transferred, as far as this is possible and legal, to a non-profit organisation with similar objectives, otherwise to social welfare. The General Assembly has to take a decision in this respect.

#### **On the validity of the English statute of the MVA**

This English version of the statute is a translation of the original in German. In case of conflict between the two versions, the German version prevails.



12 March 2019

# MOON VILLAGE ASSOCIATION Definition Document

## 1. Background

The 'Moon Village' is a concept that seeks to transform the space exploration paradigm with unprecedented international cooperation, new approaches of Moon exploration and exploitation. The Moon Village aims to develop a set of concrete actions and create an environment where both international cooperation and the commercialization of space can thrive in a sustainable manner. The Moon Village brings together efforts from the private sector, governments, academics and others to explore and use the Moon in a sustainable manner. Realizing the Moon Village will be a major step forward for the peaceful development of humankind.

The Moon Village is not a literal village on the Moon, nor is it an International Space Station on the Moon, nor a single science facility. Rather, it is a diverse community of projects carried out by stakeholders from different fields (for example, technical, scientific, cultural, economic) working together under the auspices of lean coordination mechanisms and/or common standards (*i.e.*, technical, ethical), and globally harmonizing existing resources to reach further-term aims. It acts as a catalyst for new alliances between public and private entities, including non-space industries and operators. Additionally, the Moon Village will provide a strong inspirational and educational foundation for future generations.

A basic feature of the Moon Village is the principal of broad international cooperation. Through this, it can catalyze government, scientific research, education, and industry activities globally, stimulating a virtuous cycle of economic development by all and for all, which represents a key factor for the peaceful future of humankind. The Moon Village concept comprises a wide range of activities with elements ranging across automatic/robotic activities, human-tended operations, and eventual human settlement to achieve sustainable lunar orbital and surface operations, serving multiple purposes on an open-architecture basis. Government and private funding will provide the resources to build necessary equipment and facilities by industry allowing scientific research and creation of new products and services. The infrastructure to be built will also foster the creation of a governance and contractual framework to support the economy of new markets.

Specifically, a significant value of the Moon Village will be its role as a proving ground for missions further out in the solar system.

## 2. The Moon Village Association (MVA)

### 2.1. Objectives

The Moon Village Association was founded as a Non-Governmental Organization (NGO), registered in Vienna in 2017 with the aim of fostering the realization of the Moon Village.

The Moon Village being global by definition needs to be brought on the political agenda of as many national governments and private sector organizations as possible. This task requires communication of the Moon Village with all major parts of the society with the goal of engaging them in its implementation. The Moon Village Association provides a platform and takes actions supporting communications and cooperation among all elements of the human society vis-à-vis the Moon Village, including both space-faring and not space-faring countries and offers them the opportunity to play a role in its realization.

**There is no other organization on the international scene having such a mission.**

The political implications and importance of the Moon Village demands of necessity that it involve a broad spectrum of stakeholders beyond the usual space community: including the industrial and financial sectors, the scientific community, media, the entertainment sector, the artistic and literary communities, educators, and others.

However, first and foremost the MVA establishes relations with those who are, or plan to be active participants in the exploration, development and eventual settlement of the Moon. They include leading space agencies working in cooperation (e.g., ISECG, ISEF, ILEWG) on various specific programs for lunar exploration, as well as private companies investing in lunar technology. These programs and plans provide the most concrete arguments to be employed in convincing society and diverse decision-makers of the expected benefits that may result from implementation of the Moon Village concept. At the same time, the MVA represents a network helping to build relationships among space and non-space actors to make their mutual communication more efficient and results more successful.

In particular, the MVA seeks to:

- Consolidate a compelling shared vision of the Moon Village that fosters a sense of belonging and inspires a group of people to create it together.
- Support the creation of a new open dynamic that includes ideas from space agencies, commercial space, donors, philanthropists, and citizens from all countries.
- Stimulate global awareness of the prospective benefits of the Moon Village, with arguments about how individuals, countries, regions, and the environment will benefit from establishing a permanent presence on and near the Moon.
- Facilitate discussions with financial industry experts and entities with the goal of establishing the necessary financial means to support the development of the Moon Village and associated economic activities.
- Create a paradigm shift in how international space missions are being designed – toward faster, lower cost, more creative and collaborative approaches.
- Foster the Moon Village vision to society at large to engage citizen worldwide.
- Act as a representative of the civil society and international space community in the

decision-making process which is assessing or related to the Moon Village concept.

## 2.2 Features

Hereafter are the main features of the Moon Village Association:

<i>Neutral</i>	Politically neutral, which means that no organization or country will have a predominant role in opportunity to participate in formulation of the Moon Village concept
<i>Global</i>	Global endeavor that aims to promote the participation from as many countries as possible, including those countries who do not have the budget to contribute with hardware to the MV but that can contribute with ideas, capacity building, and awareness efforts.
<i>Inclusive</i>	It is inclusive of all disciplines from scientific to humanistic. It endorses a holistic approach to the next giant step of Humankind.
<i>Cooperative</i>	It seeks to avoid duplication of efforts with other stakeholders like Space Agencies and industries, but encourages creation of synergies on all Moon-related topics by providing a forum among all stakeholders.
<i>Not formal</i>	Participation is largely informal, meaning that governments and Space Agencies can join with an in-kind contribution only, and no requirement for a formal ratification of activities or need to elaborate official policy positions.
<i>Consensus building</i>	Will help to create a consensus on different topics. For example, by reaching an agreement on a standard for Moon mission's communication or rule of cooperation without any formal bilateral agreements by the stakeholders.
<i>Participative</i>	Open to all stakeholders including the public. The public has always been excluded in the creation and implementation of space programs. The MVA aims to involve the public in the definition of the MV by creating awareness and opening the possibility for individuals to join in.
<i>Autonomous</i>	Funded via individual and institutional membership and also through the sponsorship of events
<i>Unique Platform</i>	Similar platforms exist, but are mainly thematic organizations like the LEAG (Lunar Exploration Advisory Council), which are mainly scientific as well as others involving space agencies (i.e. ISECG, ISEF, ILEWG) but none of those have a 'all in one' approach



12 March 2019

## MOON VILLAGE ASSOCIATION Organization Definition

### 1. Structure

Individuals and institutional members compose the MVA, as such the structure should be efficient and global. The present Structure can be seen in *Annex 6*. The Participant features are defined in *Annex 4*. The organization should evolve with the number of participants and the global reach, it will be set-up in two steps:

Step 1, from the formation of the Association until 2-3 years afterwards (Short-term).

- Organization with Board, (*See Annex 1*), Advisory Council (*See Annex 2*), National/Regional Coordinators (*Annex 5*), General Assembly and Auditors.
- Global Structures, Board approves global priorities and actions (including: Strategic Plan, Operations action Plan, Public Relations and Communication action plan, Promotion action plan, Resources and Funding action plan, Budget). An Advisory Group, composed of individual stakeholders, provide guidance to the Board on the activities identified.
- Regional Structures, Network of National/Regional Coordinators. Organizations and individuals with their own priorities and Secretariat. This can be at the level of a country or a group of countries depending on the number of associated organization and individuals. The Networks will have a high degree of independence from the Board but they will comply with the documents approved by the Board.
- Working Groups, with Membership drawn from across the network can be formed to generate and coordinate activities with a specific objective (i.e. MVA architecture) and connecting global MVA goals with regional knowledge and engagement. Their activities will be coordinated by the Board.

Step 2, when the Association will have important financial means (Medium-Long Term).

### Governance, Missions, Roles and Interfaces

- Global Secretariat, New, it will be composed of Executive staff, paid, that will provide support to the Board and to the other Global/Regional structures. Details will be provided only for the step-1.
- Board is the primary governing body of the MVA, it will take the major policy/strategic decisions including all the documents indicated earlier It will also monitor the implementation of the decisions taken.
- General Assembly, is the legal representative of the Association and is composed of members.
- Auditors, will review the financial statements.
- National/Regional Coordinator, will organize activities in their regions.
- Advisory Council, will provide advice to the Board.

## Modus Operandi

- Board will run the association and approve all the documents indicated earlier.
- General Assembly will elect the Board. The selection of the Board will follow an election process open to all members. An *ad-hoc* election committee will be appointed by the Board.
- Auditors are appointed by the Board and approve the yearly fee and budget.
- Advisory Council is appointed by the Board.
- National/Regional Coordinator are appointed by the Board and will report to the President.

## 2. Board of Directors

### Composition

- President
- Vice-President
- Treasurer
- Legal Advisor
- Global Network Manager
- Moon Market Development Manager
- Moon Village Missions and Activities Coordinator
- Public Relations & Communication Manager / Secretary.

*See Annex 1* for the Terms of Reference.

### Modus Operandi of the Board

The decisions will be taken by simple majority of the members. In case of tie in the voting, the President, or in their absence, the Vice-President, has a casting vote. The initial Board has been appointed for the duration of 1 year, however the normal period will be 2 years. The Board can co-opt members for the Board, till new elections are held, in case of necessity.

## 3. Key Positions

The Board has approved the appointment of the following key positions:

- Webmaster
- Strategy Advisor
- Content Development Manager
- Community Coordinator

## ANNEX 1

### Board of Directors & Key Positions Terms of Reference

#### 1. Board

##### President

- Chair the Board.
- Represent the Association in respect to external bodies.
- Explore/Define political and strategic partnerships.
- Interface with senior staff in space agencies/industries/NGO.
- Motivate staff in their team.
- Championing the organization and advocating its mission to external stakeholders.
- Delegate specific tasks to members of the Board.

##### *Desired Qualifications*

- At least 20 years of working experience in the space field, or equivalent Good understanding of international and space policy issues based on educational background and professional experience.
- Leadership skills and charismatic character.
- Long term vision on the future of space activities.
- Good communication skills.
- Capacity to motivate and work with teams in an NGO environment.
- Experience in working with international teams.
- Good understanding of relevant management and international issues (may include industry, technologies, academia, etc.).

##### Vice-President

- Represent the President in his/her absence.
- Specific tasks delegated by the President.
- Define Operation work plan for approval by the Board.
- Implement the approved operation work plan including but not limited to: Annual MVA global workshop.
- Definition and oversight for all technical working groups, established as needed to address specific topics.
- As appropriate, identification and oversight of tasks involving the expenditure of MVA funds in coordination with the Treasurer and in line with the above work plan.
- Reporting and communications related to the above:
  - External, including but not limited to formal reports and other documents.
  - Internal, including but not limited to a) the MVA Board of Directors, and b) the MVA membership in coordination with the PR & Communication Manager.

##### *Desired Qualifications*

- At least 20 years of working experience in the space field, or equivalent.

- Good understanding of engineering and technology issues based on professional education and direct experience.
- Leadership and charismatic character.
- Long term vision on the future of space activities.
- Good communicator.
- Capacity to motivate and work with teams in an NGO environment.
- Experience in working with international teams.
- Good understanding of relevant management and international issues (may include industry, technologies, academia, etc).

## Legal Advisor

- Responsible for the legal and governance related activities associated with the Moon Village Association.
- Draft bylaws and amendments to the Association's statute if requested by the General Assembly, the Board, or the President.
- Ensure compliance of the Association with the local law on associations.
- Specific tasks delegated by the President.

### *Desired Qualifications*

- Legal education (LL.M., JD, or equivalent).
- Professional experience in domestic and international law.
- Knowledge and experience in space-related legal issues.
- Knowledge and experience with legal aspects of the work of an NGO.
- At least a passive understanding of German (as the seat of the association is in Austria and communication with the Viennese police department may be necessary).
- Readiness to be personally present at the seat of the association in Austria at least once a year.

## Treasurer

- Prepare the annual budget in line with the approved work plan.
- Responsible for the financial status.
- Representative for the Bank of the Association.
- Organize yearly financial audit.
- Specific tasks delegated by the President.

### *Desired Qualifications*

- At least 10 years of experience in the space field, or equivalent.
- Responsible, reliable, and diligent character.
- Interpersonal skills.
- Experience in financial issues, i.e. budget preparations, audits.



## **Moon Village Missions and Activities Coordinator**

- Focal point for the implementation of the Moon Village Principles.
- Propose, for Board approval, missions and activities worldwide to be classified as part of the Moon Village.
- Foster the acknowledgment of this classification with stakeholders.
- Foster cooperation between Moon Village missions and activities in order to increase their effectiveness as well as the impact on the public worldwide.
- Focal point for University student activities.
- Coordinate student activities in MVA by stimulating MV research topics in their activities and by increasing awareness of their results.
- Foster cooperation between student groups worldwide.
- Specific tasks delegated by the President.

### *Desired Qualifications*

- At least 20 years of experience in the space field, or equivalent
- Proactive attitude to reach-out to space and non-space companies
- Good network with Space Agencies and International Organizations
- University experience with teaching and students worldwide.

## **Moon Market Development Manager**

- Focal point for the institutional members.
- Foster participation of institutional members.
- Define and maintain Promotion, Resources and Funding Plan.
- Foster the implementation of the Moon Market.
- Specific tasks delegated by the President.

### *Desired Qualifications*

- At least 10 years of experience in the space field, or equivalent.
- Proactive attitude to reach-out to space and non-space companies.
- Experience in innovative financing.
- Significant experience of working with IAF, IAA, UNCOPUOS and other international professional space organizations will be an advantage.

## **Global Network Manager**

- Foster the creation of Regional/National networks.
- Harmonize network activities with regular contacts.
- Coordinate activities of the networks in cooperation with the relevant Board Members, in particular with the Vice-President.
- Foster agreements with Regional/National stakeholders to increase the penetration of MVA in the Public and Decision Makers.
- Specific tasks delegated by the President.

### *Desired Qualifications*

- Internationally well know.
- Extensive personal networking.
- At least 10 years of experience in the space and non space field.
- Experience with NGOs (space and non-space).
- Good communicator.

## **Public Relations & Communication Manager / Secretary**

- Prepare Board Meetings and decisions.
- Taking minutes of the General Assembly and Board meetings.
- Define yearly PR & Communication Plan including planning, developing and implementing PR strategies.
- Define Outreach/Educational Activities Plan.
- Update Membership Management & Engagement Plan.
- Implementation of Website/Social media with the support of the Webmaster.
- Organizing events including conferences, exhibitions, awards ceremony.
- Contact point for individual members.
- Specific tasks delegated by the President.

### *Desired Qualifications*

- At least 2/3 years of experience.
- Communication and Public relations skills based on practice.
- Team builder spirit.
- Social Media/Website experience.
- Experience in educational programs.
- Pro-active character.
- Readiness to attend networking and media events in different countries as well as meetings with clients, suppliers and partner organisations.
- Flexible working hours.

## **2. Key Positions**

### **Webmaster**

- Maintain web page and propose improvements.
- Consultant for all informatics issues in the MVA.

## Strategy Advisor

- Update a 5-year strategic plan for approval by the Board, which shall serve as a guideline for the Board activities.
- Coordinate and monitor the implementation, in coordination with the relevant Board member for the yearly action plan.

## Content Development Manager

- Work closely with the Secretary/Public Relations and Communication Member of the Board, and closely with the other Board members from Strategy, Finance, Institutional Partners to harmonize the MVA message across all the communication channels.
- Enhance the MVA communication plan and provide suggestions.
- Create content for Press Releases, Newsletters, articles, editorials to help promoting the Moon Village Association online.
- Specific tasks related to content creation delegated by the Secretary/Public Relations and Communication member of the Board.

## Community Coordinator

- Work closely with the Secretary/Public Relations and Communication Member of the Board helping with the different missions. The position will also need close interactions with the Board members from Strategy, Finance, Institutional Partners to align the MVA messaging across all the internal communication channel
- Develop a Sense of Community among the MVA members:
  - Managing Working Groups community: developing and managing Working Group forums in coordination with the Vice-President, with direct communication adapted to the Working groups working communication.
  - Managing Individual Members community: a) Retention of exiting members (list A and list B) to complete their membership application from around the world. b) Provide assistance and understand why some MVA members left in communicate with them c) motivate new members, guide the existing members to the proper working group they need or provide them a specific task if a member is not willing to join a WG.

## ANNEX 2

# Advisory Council Terms of Reference

- The Advisory Council reports to the Board.
- The Council provides advice on topics that are requested by the Board.
- The Advisory Council consists of Members of the Association, but may also include non-members.
- The Board decides the membership of the Advisory Council.
- Members of the Advisory Council, barring unforeseen events serve for a term of three years with no limitation on being reappointed to the Council.
- Every member of the Association may propose members of the Advisory Council.

### *Desired Qualifications*

- Recognized professional in his/her field.
- Background in international programs or organizations.
- NGO program management.
- Global network of contact at senior management level.
- Availability and commitment to the time necessary to serve on the Council.

## ANNEX 3

# Auditors Terms of Reference

- Analyze the way income from contributions is put to use.
- Control how cash and financial records are protected from theft or mismanagement.
- Control how unethical accounting practices or costly mistakes are avoided.
- Continuously supervise the MVA's business.
- Audit the financial management in regard to the regularity and correctness of the financial reporting.
- Audit the use of the MVA's funds in accordance with its statute.
- Review internal reports for the period beginning after the previous audit.
- Inform the Board about the results of the audit.
- Present the results of the audit to the General Assembly.
- Recommend the General Assembly to discharge or not the Board from liability.

### *Desired Qualifications*

- Knowledge and experience in financial accounting.
- Experience with project management and finance.
- Responsible and reliable personality.
- Interest in accurate, complete, and correct financial accounting.
- Readiness to meet the MVA Treasurer in person before the annual General Assembly meeting, ideally at the venue of the meeting, in order to examine the accounts and the financial reports prepared by the Treasurer (travel costs cannot be reimbursed).

## Participant Features

### a) Membership Duties

The member should comply with the approved Statute of November 2017 registered in Vienna.

### b) Membership Rights

Members will be kept informed of the Association activities and participate in them. They can make proposals for activities, these will be considered by the Board for further processing, as required.

### c) Membership Qualification

Serious professional and interested individuals and organization.

### d) Membership Fee

- Students: 25 EUR.
- Professionals: 50 EUR.
- Universities/NGOs: 100 EUR.
- Institutional members - SME: 500 EUR.
- Institutional members - Large Companies: 2500 EUR.

### e) Partnership

Institutional Members can enter in partnership with the Association, providing that there is a specific agreement. on the *quid pro quo*.

### f) Supporting Members

Individual and Institutions can become supporting members by providing funds without any specific return.

## National & Regional Coordinator Features

### a) Definition

The Regional Coordinator reports to the Global Network Manager and is tasked with representing the views and priority of their region. S/he also coordinates the activities of MVA in their region and oversees the work of the MVA working groups in the region. Regional coordinators propose a work plan for approval by the Board, who may ask the advice of the Advisory Council.

### b) Responsibilities

- Submit a regional action plan at the start of the year to be approved by the Board.
- Oversee the activities of regional working groups and regional planning.
- Coordinate with the other MVA R.C on a monthly basis.
- Attend quarterly regional meetings and report to the MVA Board.
- Submit a regional annual report at the end of the year to the Board.
- Recruit new MVA members in the region and mentor them.
- Act as advisers for the MVA in the region, and for local events.
- Coordinate with MVA Board to activate regional and local partnerships and help achieve MVA goals in the region.
- Coordinate new initiatives in the region, and formation of local networks.

### c) Duration of Term

Two years.

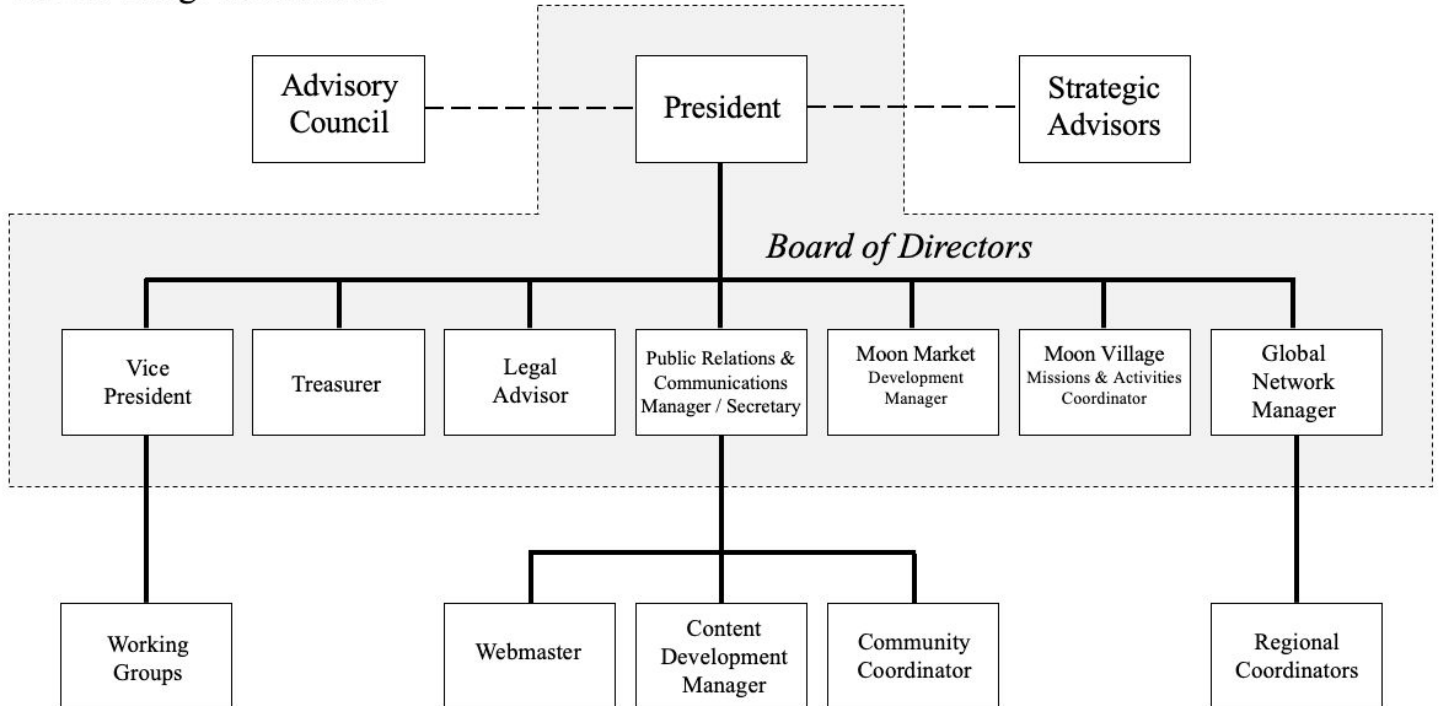
### d) Necessary Qualifications

- MVA membership.
- Be motivated by the Moon Village vision.
- Secure the nomination of two other MVA members.
- Regional Coordinators should normally be resident in the region they represent.

## ANNEX 6

# Structure

### Moon Village Association



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