



Terms of Reference (TOR) for the Initiative of Asian Beneficial Collaboration through “Kibo” Utilization (Kibo-ABC)

1. Purpose of the Terms of Reference

The purpose of this TOR document is to define the purpose, missions and membership of Kibo-ABC initiative and the responsibilities of initiative members.

2. Background

The International Space Station (ISS) and its Japanese Experiment Module, “Kibo” provide an extraordinary environment, which provokes scientific interest among young students and the general public, as well as their application in scientific research and technological development. Recognizing the significance of optimally exploiting this unique facility for the benefit of all in the Asia-Pacific region, members of the Space Environment Utilization Working Group (SEUWG) under the Asia-Pacific Regional Space Agency Forum (APRSAF) agreed to start an initiative.

The SEUWG, which plans to optimize the cooperation of “Kibo” utilization, has discussed ways to facilitate the effective joint utilization of the space environment since APRSAF-12 held in February 2006. At APRSAF-18 in December 2011, launching an initiative was proposed to further promote related activities and enlarge membership.

3. Purpose of the Initiative

The initiative aims to share the significances and values which ISS/Kibo brings to human beings and to promote the establishment of Kibo utilization cooperation projects in the Asia-Pacific region.

4. Missions of the Initiative

The initiative conducts various kinds of activities to promote the utilization of the space environment and establish projects involving the cooperative utilization of “Kibo”.

5. Membership

- a Kibo-ABC comprises organizations in the Asia-Pacific region which acknowledge the terms of reference and wish to participate in Kibo-ABC.

- b Organizations shall express their intention and consent by sending a formal letter signed by the responsible person, e.g. the head of department, to the Kibo-ABC secretariat as defined in Item 6.3. The formal letter will be forwarded to the Kibo-ABC members by the secretariat and the request for admission shall be examined. It shall be approved in two weeks subject to no objections.
- c Participating organizations may withdraw from Kibo-ABC by notifying the secretariat in writing of their intention to withdraw 90 days in advance.

6. Responsibility

6.1 Members shall conduct the following activities:

- a Actively participate in some or all of the programs comprising the Kibo-ABC missions in Item 4.
- b Promote related outreach projects.
- c Build up each organization's capacity toward space utilization projects and flight missions.
- d Integrate and manage the activities of this initiative in the respective countries and regions.
- e Maintain points of contact.
- f Report the state of their activity to the APRSAF.
- g Formulate plans for future activities.
- h Participate in Kibo-ABC meetings.

6.2 Meeting opportunity

- a Kibo-ABC workshop (once a year: at the APRSAF)
- b Ad hoc meetings (as required)
- c Web conference

6.3 Secretariat

- a The secretariat of Kibo-ABC shall be managed by the Kibo Utilization Office for Asia (KUOA) of the Japan Aerospace Exploration Agency (JAXA).
- b Participating organizations may support the secretariat.

7. Confidentiality

The participating organization and its individual members shall treat all information received from the disclosing organization, such as technical information (including know-how, computer programs and databases) and other information as confidential and proprietary (hereinafter referred to as the "Confidential Information") if each such disclosure shall be in writing or other

tangible medium which has been marked as confidential, or, if disclosed orally, identified by the disclosing party as confidential at the time of disclosure and thereafter summarized in writing or reduced to another tangible medium, designated as confidential, and submitted to the receiving organization within thirty (30) days of such oral disclosure.

The receiving organization shall not use the Confidential Information for any purpose whatsoever other than that of this Agreement, and shall not disclose the Confidential Information to any third party except in case the disclosing organization gives the receiving organization written permission to do so.

8. Duration

Kibo-ABC shall remain valid as long as Japan continues to participate in the International Space Station Program. It may be terminated at any time by consensus at the Kibo-ABC meeting.

9. Amendments

The terms of reference may be modified by consensus at Kibo-ABC meetings either physically or electronically.

(as of March 2020)