

Rules on the Organisation of the NTN Forum

In accordance with Section 4 of the Terms and Conditions of the NTN Forum, the bodies of the NTN Forum are:

- a) the General Assembly;
- b) the Steering Board;
- c) Working Groups.

The present set of rules shall govern the organisation of the NTN Forum and the activities of its bodies.

The Steering Board may decide to revise these rules upon a proposal of the Secretariat. The Steering Board shall also decide if and how these rules shall be made available to the Participants.

1. General Assembly

A General Assembly shall be held once a year upon the call of the Steering Board. Such meeting shall be notified in writing to all Participants at least thirty days prior to the scheduled meeting date. The invitation contains the agenda.

At each General Assembly, the Steering Board shall report a summary of the activities of the NTN Forum during the past year as well as the plan for the next year's activities.

All Participants shall be entitled to attend and participate in the discussions at the General Assembly.

The Steering Board or a third of the Participants may request an extraordinary meeting of the General Assembly that must be held within two months from the date of the request.

2. Steering Board

The Steering Board shall administer the activities of the NTN Forum, prepare the meetings of the General Assembly, establish Working Groups, and take any decisions necessary for the functioning of the NTN Forum and the pursuit of its purpose.

Membership

The Steering Board shall consist of an uneven number of members appointed for a duration of 3 years from among the representatives of those Participants that are headquartered and have their principal place of business in an ESA Member State, ESA Associate Member State, or Canada. Membership in the Steering Board is voluntary and shall entail no remuneration or any other gratification.

The amount of members of the Steering Board shall not exceed 17 members. The Secretariat shall appoint the initial members of the Steering Board, whereas one half shall be appointed at the inception of the NTN Forum, and the other half at least 1 year thereafter.

The members on the Steering Board shall be appointed evenly from among the different groups of Participants. In appointing new members, attention shall be given to an equal representation of (i) manufacturers and technology providers, (ii) services providers, (iii) network operators, and (iv) academia, research institutes and any other public entities. Within each of these groups, special relevance shall be given to eligible Participants engaged in satellite communication activities.

ESA shall hold one seat on the Steering Board and act as its Secretariat.

The Steering Board shall reflect the diversity of the NTN Forum Participants. Equal opportunity shall be given to join the Steering Board from among the representatives of the eligible Participants regardless of race, nationality, gender, age, sexual orientation, special needs, religious or political belief.

Appointment

One year before the end of the mandate of the relevant Steering Board members, the Secretariat shall propose a list of new candidates to succeed those Steering Board members. The Steering Board shall approve the list of new candidates. An appointment shall become effective at the end of the 3 year mandate of an incumbent Steering Board member.

Chair and Vice-Chair

The Steering Board shall appoint from among its members a Chair and Vice-Chair upon a proposal by the Secretariat. The Vice-Chair shall serve as Chair in the absence of the Chair.

The term of office of the Chair and Vice-Chair shall be for the duration of their tenure as members of the Steering Board.

In exceptional cases, the Steering Board may decide to appoint a new Chair or Vice-Chair before the end of the incumbents' tenure. In this event, the incumbent Chair or Vice-Chair shall be heard prior to taking the decision but shall recuse themselves from the decision.

Only the Chair of the Steering Board and any other person specifically authorised by the Steering Board may act as its spokesperson.

Meetings

The Steering Board shall meet at least twice per year either in person or remotely. The Chair, in coordination with the Secretariat, shall ensure that the members of the Steering Board are timely invited before a meeting and are provided with a draft agenda.

Meetings of a Steering Board shall be minuted. The draft minutes shall be distributed to the members of the Steering Board within one week following the meeting for comments. The final version shall be signed by the Chair and made available to the members of the Steering Board electronically.

Decision-Making

Decisions of the Steering Board shall be taken by consensus. Exceptionally in the event that no consensus can be reached, the Chair may propose to decide a matter by a simple majority vote of all the members of the Steering Board.

Advice

The Steering Group shall seek advice from the ESA Legal Counsel or an authorised representative on any legal or other issues arising from the interpretation or application of

these rules, the NTN Forum Terms and Conditions, or any activities of the NTN Forum and its Working Groups.

3. Working Groups

In the framework of dedicated Working Groups, Participants shall address specific issues, topics, or industries, as may be relevant for pursuing the purpose of the NTN Forum.

Membership

Working Groups are open to participation by any Participant or their representative. To join a Working Group, Participants shall either indicate their interest in a given Working Group upon registering as Participant, or address directly the Chair of a Working Group.

Establishment

The Steering Board shall establish a Working Group and its terms of reference. Absent any terms of reference established by the Steering Board, the Working Group shall establish its own terms of reference and submit them for approval to the Steering Board.

Chair and Vice-Chair

The members of a Working Group shall elect a Chair and Vice-Chair for the duration of two years.

Only the Chair of the Working Group and any other person specifically authorised by the Working Group may act as its spokesperson.

Meetings

A Working Group shall meet at least twice per year either in person or remotely. The Chair of a Working Group, in coordination with the Secretariat, shall ensure that members of a Working Group are timely invited before a meeting and are provided with a draft agenda.

Meetings of a Working Group shall be minuted. The draft minutes shall be distributed to the members of the Working Group within one week following meeting for comments. The final version shall be signed by the Chair and made available to the members of the Working Group and the Steering Board electronically.

Decision-Making

Decisions of a Working Group shall be taken by consensus. Exceptionally in the event that no consensus can be reached, the Chair may propose to decide a matter by a simple majority vote of all the members of the Working Group.

Advice

A Working Group shall seek advice from the Steering Board on any legal or other issues arising from the interpretation or application of these rules, the NTN Forum Terms and Conditions, or any activities of the Working Group.