

1 **Constitution of ASEAN Research and Training Center**
2 **for Space Technology and Applications**

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4 **Chapter One**
5 **General**

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7 **Article 1: Name**

8 The institution shall be known as “ASEAN Research and Training Center for
9 Space Technology and Applications” or “ARTSA” in abbreviation, which is
10 hereafter referred to as “the Center”.

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12 **Article 2: Emblem**

13 The emblem of the Center is of the design and color scheme as shown below
14 (to be selected by the members): The preferred emblem of the meeting is
15 the first one.



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19 **Article 3: Rules and Regulations**

20 The Center is transnational and the territory in which its principal operations
21 are to be conducted at the Center while other related activities may be
22 conducted in the territories of ASEAN Member States or any other territories,
23 as the governing authority of ASEAN may from time to time determine.

29 **Article 4: Location of the Center**

30 The Location of the Center shall be at “Geo-Informatics and Space
31 Technology Development Agency (GISTDA)’s Space Krenovation Park, Si
32 Racha, Chonburi Province” at the following address:

33 The Sirindhorn Center for Geo-Informatics (SCGI)

34 88 Moo 9 Tambon Thung Sukala, Si Racha,

35 CHONBURI 20230, Thailand

36 Tel. +66 2561 4504-5 Ext. 421,422

37 Fax. +66 2561 4503

38 Email: training@gistda.or.th

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40 **Article 5: Objectives**

41 The objectives of the Center are as follows:

42 1. To provide services in education and trainings, knowledge sharing
43 and enhancement, and awareness raising in Space and Geo-informatics;

44 2. To conduct research applications and innovations, and
45 collaborations in areas related to Space and Geo-Informatics for ASEAN
46 Member States and worldwide.

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49 **Chapter Two**
50 **Organizational Structure**

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52 **Article 6: Executive Committee, Scientific Committee, Administration**

53 The Center shall be composed of:

- 54 1) Executive Committee
55 2) Scientific Committee
56 3) Administration

57 **(1) Executive Committee (EXCOM)**

58 The supreme authority of the Center shall vest in the Executive
59 Committee comprising the representatives from ASEAN Member
60 States. The mandates of the EXCOM shall be as the following:

- 61 • To provide general policy, guidance, and direction for the
62 development and management of the Center;
63 • To supervise, monitor, and evaluate the implementation and
64 administration of the Center; and
65 • To review and approve the annual implementation plan of the
66 Center including budget and manpower.

67 The EXCOM shall be chaired by a representative of ASEAN Member
68 States to be elected by the Committee. The Chairman shall be
69 renewed every three year.

70 The EXCOM shall meet at least once a year, possibly, back to back
71 with SCOSA meeting. Additional meetings may be called upon by the
72 Chairman or at the request of any member of the Committee, provided
73 that such request is supported by at least two Committee Members and
74 with no objection from other members.

75 **(2) Scientific Committee (SCICOM)**

76 The EXCOM shall establish a SCICOM consisting of two to three well
77 known experts and professors. The EXCOM shall also appoint the
78 same number of representatives from ASEAN Member States to sit in

79 SCICOM. The Chairman of SCICOM shall be elected by the members.
80 The term of SCICOM shall be three years.

81 The mandates of SCICOM shall be as the following:

- 82 • To provide the overall guidance to the scientific and training
83 programs of the Center and suggest revisions as and when required;
- 84 • To review the course contents and curricula based on the latest
85 developments in the Geo-Informatics technology and applications;
- 86 • To review the quality and contents of lecture materials and tutorials;
- 87 • To review and evaluate the effectiveness of scientific activities and
88 training methods, examinations as well as to review students'
89 feedback;
- 90 • To advise on the research programs; and
- 91 • To recommend pedagogy, quality and standards, admission and
92 evaluation policies and academic equivalencies.

93 **(3) Administration**

94 The Administration shall comprise a Director and a coordination and
95 management team. The Director shall be appointed in the office term
96 of three years, and shall be evaluated every year by the EXCOM.

97 The Director shall be nominated by ASEAN Member States and
98 appointed by the EXCOM at its meeting. Nominees are preferably from
99 ASEAN Member States but are opened worldwide.

100 The Director shall be responsible and accountable for the day-to-day
101 operations of the Center and any other functions that may be directed
102 by the EXCOM, including being the secretariat of EXCOM and
103 SCICOM. The Director shall establish a coordination and management
104 team as it deems necessary, with approval of the EXCOM.

105 The Coordination and Management team shall coordinate and work
106 for the Director and shall be responsible for the administrative and
107 financial matters of the Center.

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Chapter Three

Membership

Article 7: Categories of Members

Members of the Center shall comprise two categories, namely:

- 1) Principal Members consisting of ASEAN Member States
- 2) Associate Members consisting of related organizations as follows:
 1. Space and Geo-informatics Organizations/Institutes
 2. Educational/Research Institutes
 3. International Organizations
 4. NGOs

Article 8: Associate Members

Organizations who wish to become members shall apply using the prescribed application form and submit the form to the Director (at the address referred to in Article 4). Decision on admission shall be made by the EXCOM at its annual meeting.

The term of Associate Members shall be three years and can be renewed by written notification for renewal three months prior to the termination. The renewal shall be approved by the EXCOM.

Associate Members who wish to withdraw from membership before its term of three years can do so by written notification to the Director to be reported to the EXCOM.

Associate Members can attend the EXCOM meeting as observers and have no right to vote.

139 **Article 9: Obligations of Members**

140 All members of the Center shall have the obligations of:

- 141 (1) Abiding by the Constitution and bylaws, rules, regulations, orders
142 and directives made and/or derived from any resolutions arising
143 from the EXCOM, provided those are not in conflict with laws and
144 regulations of Member States.
- 145 (2) Assisting the Center in promoting and realizing its objectives; and
- 146 (3) Upholding the interests, principles, aspirations, spirits and positive
147 images of the Center.

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150 **Chapter Four**
151 **Financial Arrangements**

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- 153 1. During the initial phase of the four years, Thailand shall establish
154 necessary ARTSA fund to operate the Center.
- 155 2. The fund shall be utilized to meet the expenses to implement the activities
156 required to fulfill the purpose of the Center, as approved by the EXCOM.
- 157 3. The Principal Members and Associate Members may make voluntary
158 contributions in cash and/or in kind to the fund.
- 159 4. The fund shall be opened to contributions from other governments and
160 organizations. Such contributions shall be included in the financial report
161 at the EXCOM annual meeting.
- 162 5. Other income of the Center is expected to derive from tuition fees,
163 activities and services.

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166 **Chapter Five**
167 **Amendments**

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169 Any Principal Members may propose amendments to this Constitution at the
170 annual meeting. Such amendments shall come into force, when endorsed
171 by the EXCOM and approved by SCOSA.

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Chapter Six
Final Provision

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176 During the initial phase of three years, the Chairman of the EXCOM and
177 the Director of the Center shall be designated by Thailand in order to
178 facilitate the effective coordination and management of the Center.