

National Node Guideline

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1. Purpose

These Guidelines define the structure, role, and governance of Asteroids2029 National Nodes, and how to establish them. The objective is to ensure that National Nodes are effective, inclusive, and operationally capable, while maintaining fairness, transparency, and alignment with the [Goals](#) of Asteroids2029.

2. Role of National Nodes

Description

National Nodes represent the primary coordination bodies for Asteroids2029 activities within individual nations. National Nodes adapt the global goals of Asteroids2029 to national, regional and local contexts, cultures, and audiences while coordinating national participation in international initiatives. National Nodes work with the Asteroids2029 Secretariat.

Membership

National Nodes are typically composed of several organisations, entities and groups working together depending on the national setup. National Nodes are typically hosted by scientific institutions, science communication organisations, or national space agencies and are self-organised. Each National Node will develop its own procedures for welcoming additional members into the Node and for identifying a National Node Point of Contact who will communicate directly with the Asteroids2029 Secretariat.

Responsibilities

- Coordinate national participation in Asteroids2029.
- Organise national, regional, and local events and activities.
- Coordinate with local government institutions, e.g., the national space agency.
- Facilitate partnerships among local institutions such as observatories, museums, universities, and science centers.
- Promote public engagement opportunities including observing events, exhibitions, and educational programmes.
- Encourage participation by educators, amateur astronomers, artists, and community groups.
- Support communication with local media and audiences. Adapt global Asteroids2029 news for local use and disseminate. Provide region-specific high-level news to the Secretariat to share globally.
- Collect and report national participation data and other relevant information for inclusion in the Secretariat's final report.
- Conduct regional or local fundraising where appropriate.
- Maintain and update a national Asteroids2029 website and Asteroids2029 calendar of events.
- Support national activities by providing official material in local languages and contexts.
- Liaise with the Asteroids2029 Secretariat.

3. Structure of National Nodes

National Nodes are self-organised and may define their own structure, including:

- National Node leadership
- Working groups or committees
- Internal Node hierarchy (Multi-, Co- and/or sub-nodes, e.g., to cover different language groups)
- Institutional partnerships
- Roles and responsibilities within the Node, including designating a single Point of Contact to the Asteroids2029 Secretariat
- National fundraising strategies

Nodes are encouraged to be:

- Collaborative and communicative
- Representative of the broadest possible selection of communities
- Proactive in reaching out to other organisations, entities, groups and individuals to invite them to join the National Node
- Establishing for themselves Guidelines, “Rules of the Road,” or Terms of Reference.

Find here an example of the Terms of Reference for the APL-led U.S. National Node:

https://asteroids2029.jhuapl.edu/sign-up/usNodeTermsOfReference_260508.pdf

4. Establishing a National Node

Interested organisations are encouraged to coordinate and establish a single National Node for Asteroids2029 in their nation. The organisations, entities and groups forming a National Node agree among themselves on the Node's structure, leadership and Point of Contact to the Asteroids2029 Secretariat. They then submit a brief proposal via webform to the Asteroids2029 Secretariat to request recognition as National Node by the Asteroids2029 Steering Committee.

The founding organisations, entities and groups of the National Nodes are encouraged to proactively reach out to other organisations, entities, groups and individuals within their nation to invite them to join their National Node and in the coordination and collaboration of the activities for Asteroids2029. This may lead to shifts in the internal organisation, leadership and appointment of the Node Point of Contact, e.g., when the national space agency joins at a later point, and should be taken into account when forming National Nodes.

Once established, any organisations, entities and groups wishing to join a National Node in a particular nation at a later point will be directed to the designated National Node Point of Contact for inclusion in the already existing National Node.

5. National Nodes Point of Contact and Leadership

The success of Asteroids2029 depends strongly on the effectiveness of the collaboration within the National Nodes and their leadership. The National Node Point of Contact and the National Node Leadership are thus key contributors towards this goal. They may be the same person, but that is not mandatory. Leadership typically includes no more than 1-3 people responsible for the activities of the National Node. The National Node Point of Contact will be the sole interface of the National Node with the Asteroids2029 Secretariat. A backup may be designated. The Point of Contact is responsible for coordinating, communicating, and delivering national-level activities between the National Nodes and the Asteroids 2029 Secretariat.

5.1 Profiles of the National Node Point of Contact and Leadership

The Secretariat and Steering Committee will prioritize applications that include leadership who demonstrate:

Essential Qualities

- Strong communication and public engagement skills, ideally with experience in education and public engagement
- Proven coordination and organisational ability, including managing projects or networks
- Ability to mobilize and connect diverse stakeholders (science, education, media, community groups)
- Established local credibility and relationships within relevant communities
- Commitment to active participation throughout the duration of Asteroids2029, including post-2029 evaluation and legacy development activities in 2030

Desirable Background

- Professional experience in science communication, education, outreach, or public engagement with a proven track record of translating complex scientific ideas to approachable public-facing information.
- Strong familiarity with asteroids, planetary science, planetary defence, and astronomy

Not Suitable Profiles

- Individuals seeking a primarily honorary or symbolic role
- Candidates without demonstrated capacity to actively coordinate and deliver activities
- Individuals unable to commit time and effort to the role

5.2 Appointment Process

All nominations must be submitted via webform to the Asteroids2029 Secretariat, which makes a recommendation to the Steering Committee. The Steering Committee makes the decision to appoint the National Node, suggest modifications or reject the proposal. If multiple submissions are received for a single nation, the Steering Committee will encourage organisations to work together to form a single Node.

5.3 Performance and Accountability

The National Node Point of Contact is expected to fulfill the following performance criteria:

- Maintain regular communication with the Secretariat
- Contribute to reporting and evaluation efforts

The National Node Leadership is expected to fulfill the following performance criteria:

- Demonstrate active coordination of national activities
- Engage relevant stakeholders within their country or region

Appointments are made with the expectation of active engagement throughout the initiative; however, if a National Node Point of Contact or the National Node Leadership is either:

1. Unable to fulfill the performance criteria
2. Or unwilling to continue,

the following process applies:

1. Identification of Issue: Concerns may be raised by:
 - a. The Secretariat
 - b. Members of the National Node
 - c. Stakeholders or partners
2. Review and Engagement: The Secretariat will:
 - a. Engage with the Point of Contact and Leadership to clarify expectations
 - b. Provide an opportunity for corrective action
3. Recommendation: If issues persist, the Secretariat may recommend replacement to the Steering Committee.
4. Decision: The Asteroids2029 Steering Committee may revoke the appointment and designate a replacement Point of Contact or Leadership.
5. Transition: A transition process will be implemented to ensure continuity of National Node activities.