



Space4Women Mentorship Information and Guidelines

The United Nations Office for Outer Space Affairs (UNOOSA) is excited to **announce the launch of the 2023 Space4Women Mentorship Program** for women and girls in Space and STEM!

This document contains the following information related to the program.

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1. Purpose of the programme

The Space4Women Mentorship Program matches experienced mentors in the space sector with women and girls (mentees) who would like to pursue their studies or career in space or STEM related subjects.

Mentees are an indispensable element for the future of the space industry. In pursuit of space career, young women and girls need the motivation and support. Mentors are an important part of encouraging women and girls to pursue education and careers in the space sector. As professionals and leaders in the industry, both men and women, can be seen as role models for young women and girls to learn from and gain support.

The Mentorship Program has **specific guidelines for participation** of both mentors and mentees

Before submitting an application, prospective mentors and mentees should **carefully read this document** to understand **expectations and responsibilities**.

Mentors in the Space4Women Mentorship Program are selected from leaders and professionals in the space industry and represent a variety of fields and geographic regions.

Together, these mentors support women and girls around the world, and share their expertise, knowledge, and experiences to build an environment where women and girls play an active and equal role in space science, technology, innovation, and exploration.

2. Benefits

Benefits for mentor:

- Satisfaction in helping mentees succeed
- Challenge and stimulation
- Exposure to future leaders
- Further develop mentoring and motivating skills
- Grow professional and personal networks

Benefits for mentee:

- Refine personal and professional goals
- Learn how to confront and overcome career challenges
- Receive feedback on ideas, plans, projects
- Learn from mentor's personal experiences
- Achieve greater productivity and competence
- Enhance professional confidence
- Improve interpersonal relationships
- Expand personal and professional network

3. What is mentoring

Mentoring is a reciprocal and collaborative voluntary relationship that occurs between a more experienced professional (mentor) and a student, a junior professional or a professional wishing to change career (mentee) to support the mentee's growth, learning, and career development.

Good mentoring requires **conscious effort and commitment** of both mentors and mentees

Goal setting, open and regular communication, and a **consistent desire** on behalf of the mentee and mentor **to learn and connect** are crucial elements for a successful relationship.

Key qualities of participants in a good mentorship relationship include:

- Willingness to help each other succeed
- Disseminate information as needed
- Give and receive feedback both ways
- Improve interpersonal skills
- Actively listen and communicate
- Respect each person's time

Mentoring is **not** about:

- Asking mentors for a job

- Counselling or therapy
- Using mentees for free work
- Merely self-promotion and visibility

4. Structure of mentor/mentee relationship

To ensure a productive and positive relationship, **UNOOSA recommends following these steps:**

- Mentors to contact their mentee(s) within one week of matching to set up first meeting
- Discuss objectives and expectations at the first meeting
- If mentors and mentees agree, use the goals-setting and action plan workbook (to be made available when the program starts) or alternative similar documents to define objectives, development activities and time frames.
- Ideally, mentors and mentees meet regularly for a period of 10-12 months
- Check regularly progress towards goals of mentees

Every mentor-mentee relationship is different. Mentor and mentees are free to decide the frequency and form of their meetings and work methods, and the level of engagement as long as this is a **mutual decision** that respects expectations and benefits of both parties.

5. Information for mentors

Role and responsibilities

The mentor will **help mentees grow their skills** and **gain new perspectives** on their **studies** and/or **career**. Mentors will leverage their experience to **give guidance and support** to mentees, based on their unique developmental needs.

Mentors' responsibilities include

- Actively engage with mentoring process and appointed mentees
- Provide guidance, share ideas, and give feedback
- Share their experience and expertise
- Act as a role model for the mentee
- Offer encouragement and support to try new things
- Provide input to the mentoring goals-setting and action plan
- Help mentees move out their comfort zones
- Act as sounding board for ideas/concerns about school/career choices
- Provide insights into possible career opportunities
- Help mentees think through important decisions and strategies
- Identify resources to help mentees enhance personal development and career growth
- Encourage mentees to join networking organizations or introduce them to new contacts

Eligibility

- **Anyone of any gender** with an interest in space and a willingness to support women and girls in space education and careers is welcome to submit an application.
- Mentor candidates must be professionally involved in the space sector or a related field. Applications are encouraged from a diversity of space-related career paths, including: engineering, communications, the arts, business, policy, science, medicine, and law, etc.

Requirements

- **(!) Mentors must ensure to have the time and capacity to fulfill the commitments for every mentee (!)**
- Mentor candidates must be able to commit for at least 10 months.
- Attend dedicated online meetings organized by UNOOSA.
- Sign the **Mentorship Program Code of Conduct** and follow the rules and expectations throughout the duration of your appointment, including the UN branding guidelines.
- Complete and sign the **mentor agreement** once selected.
- Communicate to UNOOSA at the time of application the number of mentees they can follow.
- Mentor must make initial contact with mentee within one week of matching.
- Mentor and mentee must commit to a format (email, virtual meeting, in-person meeting) and frequency (monthly, bimonthly, etc.) of communication and make every effort to attend and engage during these scheduled times.
- Define goals of mentoring relationship; if agreed with the mentee, complete goals-setting and action plan workbook with the mentee or alternative similar documents.
- Submit a year-end report to UNOOSA at the end of the appointment (December 2023).

6. Information for mentees

Role and responsibilities

Mentees will **discuss their academic and/or work aspirations** and concerns with mentors to **receive guidance and support**. Mentors will not tell mentees exactly what to do, and they do not have all answers, but they will help mentees learn and gain new perspectives.

Mentees will **take an active role** in their own learning and take responsibility for managing the mentoring relationship.

Mentees' responsibilities include:

- Actively engage with mentoring process and appointed mentor
- Identify the skills, knowledge, and/or goals that they want to achieve, and communicate them to their mentor

- If agreed with the mentor, complete goals-setting and action plan or alternative similar documents
- Plan and schedule meetings with mentors on a regular basis
- Have a positive attitude and be ready to learn
- Work with mentors to seek resources for learning; identify people and information that might be helpful
- Look for opportunities to give back to the mentor; share any information that you think might be valuable
- Put the mentor's feedback into practice throughout the mentoring process.

Eligibility

- High school students, junior professionals and professionals interested in changing career tracks are eligible to apply as a mentee.
- Applications are particularly encouraged from mentee candidates without access to other space sector fellowships or mentoring programs in their educational system or region.
- Mentee candidates must complete an online application and indicate their interest in being matched with specific mentors. **Online applications will open in December.**
- The program is dedicated to any persons identifying as women and girls, as well as any persons identifying as non-binary.

Requirements

- **Mentees must ensure to have the time and capacity to fulfill the commitments with their mentors.**
- Complete and sign the **mentee agreement**.
- Follow the **Mentorship Program Code of Conduct** and UN branding guidelines throughout the duration of the mentorship program.
- Attend dedicated online meetings organized by UNOOSA.
- Mentor and mentee must commit to a format (email, virtual meeting, in-person meeting) and frequency (monthly, bimonthly, etc.) of communication and make every effort to attend and engage during these scheduled times. **This commitment shall be indicated in the process-tracking survey provided by UNOOSA within one month of matching.**
- If agreed with your mentor, complete your goals-setting worksheet and action plan, and discuss your objectives.
- Be responsive to emails and communications from your mentor and let the Mentorship Program staff know if you are having difficulties communicating with your mentor.
- Complete a year-end survey prepared by UNOOSA.

7. UNOOSA role

- UNOOSA will match mentors and mentees, based on their profiles and interest expressed by mentees, to the extent possible.
- UNOOSA will organize 4 events for mentors and mentees as indicated below. Based on capacity, UNOOSA might be able to organize additional online events for networking and learning purposes.
- UNOOSA does not have the capacity to follow every established relationship, but **any problems should be raised** with the Space4Women contact point at space4women@un.org.
- UNOOSA retains the rights of clarification and management for any forms of non-compliance, incidents and conflicts of interests.
- UNOOSA will do a final evaluation of the programme.

8. How to apply

For mentors: to apply, prospective mentors should fill in this [online form](#) and send their **CVs** (maximum 2-3 pages) to space4women@un.org **by 14 November**.

Once mentors are selected, their profiles will be published on the Space4Women website and applications for mentees will open.

Applications for mentors are closed.

(!) UPDATE (!)

For mentees: applications will open on **14 December**. Prospective mentees should fill in this [online form](#).

When applying, prospective mentees will be able to indicate their preferred mentor(s). UNOOSA will later select mentees and pair them with one of their preferred mentors (to the extent possible).

9. Indicative timeline for application

- Application period for prospective mentors: 21 October - 14 November 2022
- Results of mentors' selection: 7 December 2022
- Application period for prospective mentees: **14 December 2022** - 4 January 2023
- Results of mentees/mentors match: 23 January 2023

Organizers retain the right to adjust the timeline.

10. Preliminary programme of events and meetings



As part of the Mentorship Programme, UNOOSA will organize a series of online events and meetings.

Events will provide the opportunities for mentees and mentors to connect and learn.

Online event/meeting for mentors	18 January, 14:00-15:00 CET
Online event/meeting for mentees	31 January 14:00-15:00 CET
1 st Virtual meeting for mentors and mentees	February 2023
Online event for mentors and mentees	May 2023
2 nd Virtual meeting mentors and mentees	September 2023

Depending on resources and capacity, UNOOSA might be able to organize additional events. Organizers retain the right to adjust the events and dates.