

# STATUTES

**Amended and Effective as of 22th November, 2018**

## **CHAPTER 1 GENERAL**

### **Article 1 Name of the Committee**

This Committee shall be called the Regional Committee of United Nations Global Geospatial Information Management for Asia and the Pacific (UN-GGIM-AP) (Hereinafter called the "Committee").

## **CHAPTER 2 AIM AND PURPOSE**

### **Article 2 Mandate and Authority**

The Committee has been established pursuant to resolution 16 of the 13th United Nations Regional Cartographic Conference for Asia and the Pacific (UNRCC-AP) (Beijing 1994). The name of the Committee has been changed from “the Permanent Committee on GIS Infrastructure for Asia and the Pacific” to “the Regional Committee of United Nations Global Geospatial Information Management for Asia and the Pacific” pursuant to resolution 8 of the 19th UNRCC-AP (Bangkok 2012). Given that the Economic and Social Council (ECOSOC) decided in July 2016 that the substantive mandates and obligations of UNRCC-AP shall be assumed by the United Nations Committee of Experts on Global Geospatial Information Management (UN-GGIM) at the global level, and their technical and substantive activities at the regional and national levels assumed by the Committee, the Committee shall operate under the purview of the UN-GGIM and submit its report as well as recommendations to the UN-GGIM. Resolutions adopted by UNRCC-AP shall continue to be effective.

### **Article 3 Aim**

The Committee shall identify regional issues relevant to geospatial information management and take necessary actions on them for the furtherance of the discussions in the annual plenary meeting of the Committee, and thus contribute to the discussions in the UN-GGIM so that the economic, social and environmental benefits of geospatial information will be maximized in Asia and the Pacific region.

### **Article 4 Definition of Geospatial Information Management**

Geospatial Information is defined as:

Information on entities or phenomena that can be referenced to specific locations relative to beneath, on or above the Earth’s surface.

Geospatial information management is defined as:

Management of all kinds of information geospatially for better decision making and policy formulation to address many of the humanitarian, peace and security, environmental and development challenges through the maximized use of geospatial information by taking

advantage of geospatial information technologies, improving geospatial policies and institutional arrangements, and strengthening the capacity.

### **Article 5 Objectives**

The Committee shall endeavor to achieve the following objectives in the context of regional geospatial information management:

- To enhance the coordination and dialogue amongst national cadastre and mapping organizations (NCMOs) and national geospatial information authorities (NGIAs) in Asia and the Pacific region and relevant international organizations to share state-of-the-art technologies, best practice and experience on geospatial information management.
- To establish a precise and reliable geodetic reference frame in Asia and the Pacific region in close cooperation with relevant international organizations as well as member countries.
- To improve the capacity of member countries in need of policy direction on the national geospatial information management.
- To foster and facilitate timely use and sharing of geospatial information among member countries for regional and global issues including disaster management.
- To establish and promote the necessary institutional arrangements and frameworks that enable NCMOs and NGIAs of member countries to develop and reach a level of geospatial consistency and maturity.
- To establish frameworks and mechanisms for the purposes of meeting the goal of GGIM to contribute to promoting and monitoring common principles, policies, methods, research and development and standards for geospatial data and services.
- To develop strategies and guidelines for the implementation of 3D cadastre development of the member countries.
- To develop strategies and guidelines for the flow, discovery, access, integration and dissemination of geospatial information to meet the current global challenges, reduce vulnerability and enhance resilience of member countries to disasters.
- To develop strategies and guidelines for the establishment of an authoritative source of geospatial information by NCMOs and NGIAs of the member countries.

### **Article 6 Liaison with other International Organizations**

In addition to reporting to the UN-GGIM, the Committee shall also seek to establish links with other relevant United Nations programs and international bodies by actively participating in the international conferences and activities.

## **CHAPTER 3 COMMITTEE FORMATION**

### **Article 7 Membership**

The membership of the Committee shall consist of the directorates of NMOs and NGIAs of the countries from Asia and the Pacific. The list of countries from the Asia and the Pacific region is advised by the United Nations. However, each country shall nominate a single Representative to the Committee. A number of additional persons may be nominated by the Representative as experts to attend meetings of the Committee.

### **Article 8 Duties of Members**

Members shall make every effort to attend Committee meetings and take actions necessary and appropriate to develop and promote the aims of the Committee and may with the approval of the President represent the Committee at specific functions.

### **Article 9 Term and Replacement of Members**

The term of Committee Member representatives shall not be subjected to any particular rule and the replacement of a Member representative shall be made by the Member countries.

### **Article 10 Executive Board**

The Committee shall elect an Executive Board consisting of: The President, Three Vice Presidents, and Other Members (up to nine).

The term of the Executive Board shall be three years. The President, Vice Presidents and Executive Board Members shall be elected every three years at the triennial plenary meeting of the Committee. The President and Vice Presidents may be re-elected, but shall not serve more than two consecutive terms in that office. In the case when a vacancy occurs in the Presidency during the period between the triennial plenary meetings, one of the Vice Presidents shall act in that capacity until the next Committee meeting, at which a President shall be elected. An Acting President shall be nominated by the country from which the current President has been appointed. In the case when a vacancy occurs in the Vice Presidency during the period between the triennial plenary meetings the Executive Board may nominate a member of the Board to act in that capacity until the next Committee meeting. In the case when any other vacancy occurs in the Executive Board in the period between the triennial plenary meetings, the Executive Board, after consultation with the respective national member organizations, shall appoint a replacement from the same country if that country has someone available, and if not, then nominations will be sought from other member countries, as the replacement member to serve until the next triennial plenary meeting. Should more than one country become nominated to fill the vacancy, an election by the Committee will be held to determine the new Board member. Each Working Group shall, where possible, be chaired by a member of the Executive Board, but if this is not the case then Chairs of Working Groups will be ex-officio members of the Executive Board, and become an addition to the defined Executive Board positions.

### **Article 11 Functions of Executive Board**

The functions and responsibilities of the Executive Board shall be to:

- Plan and coordinate the Committee work program between plenary sessions of the Committee;

- Plan and manage the activities that the Committee undertakes for the UN-GGIM in consultation with the United Nations;
- Make recommendations on objectives, activities and work programs to the Committee;
- Coordinate funding proposals to aid agencies;
- Represent the interests of the Asia and Pacific region in the world's geospatial information management community;
- Take opportunities to give presentations to related bodies at conferences and other relevant events;
- Examine and approve all the meetings organized or sponsored in the name of the Committee.

### **Article 12 Meetings of the Executive Board**

The Executive Board shall meet at least once a year. The date and place shall be determined by the Executive Board and an official meeting shall consist of at least fifty percent of the members of that Executive Board. The meetings of the Board shall be governed by the Rules of Procedures set forth from the Committee. The President shall chair the meetings of both the Committee and the Executive Board. The Executive Board should operate primarily through e-mail, with ad hoc meetings between the full Committee meetings only as required.

### **Article 13 Working Groups**

Working Groups may be established, with the approval of the Committee, to carry out the objectives of the Committee. Working Groups may initiate and terminate projects in areas of concern to the Committee. Working Groups shall report regularly to the Committee on their activities, together with recommendations for consideration by the Committee. Each Working Group shall, where possible, be chaired by a Member of the Executive Board, but in the case of a Working Group Chair not being a Board Member then he/she will be an ex-officio member of the Board. Working Group Chairs are able to appoint coordinators for key activities within their work program and these coordinators may report to the Working Group Chairs. In so far as they are applicable, the Rules of Procedures set forth from the Committee shall also apply to the procedures of the working groups.

### **Article 14 Secretariat**

The Secretariat of the Committee shall be the United Nations Economic and Social Commission for Asia and the Pacific (UN-ESCAP). The Secretariat shall manage the continuing administrative affairs of the Committee, facilitate and coordinate the Committee's activities, prepare and submit reports on activities of the Committee to the UN-GGIM and relevant international bodies, and promote UN-GGIM guidelines to the members of the Committee.

## **CHAPTER 4 COMMITTEE CONFERENCE**

### **Article 15 Occurrence of Meetings**

The Committee shall meet once per year at the Committee plenary. Attendance should comprise country delegations led by the Committee member, technical advisers and invited observers. The key elements of the meetings would be: report from the Executive Board, Working Group progress reports and plans, reports from related international organizations, Working Group technical meetings, and workshop or seminar on particular topics. At every third plenary meeting of the Committee, the Executive Board shall report on the activities over the last three-year term; the existing Working Groups shall be renewed or concluded; and the Executive Board members including the Bureau members as well as Working Group Chairs shall be elected.

#### **Article 16 Convocation of a Committee Meeting**

Meetings of the Committee shall be convened by the President and the meetings of Committee and Executive Board may be held in conjunction with other meetings where appropriate.

#### **Article 17 Advisors and Observers**

The Executive Board may invite advisors and observers to the Executive Board meetings and Committee members may invite a small number of technical advisors to the Committee meetings.

#### **Article 18 Procedures for Calling a Meeting**

The Secretariat, under instructions from the President, shall provide Members, Advisors and Observers with a written notice regarding the date, venue and the agenda at least two months prior to the Executive Board meeting and six months for a Committee meeting. The members that plan to convene meetings under the name of UN-GGIM-AP other than the regular meetings should inform the Secretariat before 6 months at least, and discuss on it with the President, the Vice-Presidents and the Secretariat for well-preparation of the meeting.

#### **Article 19 Substitute of an Executive Board Member or a Committee Member**

An Executive Board Member may, at his or her responsibility, nominate a Substitute to the Executive Board meeting whereas a Committee Member may, at his or her responsibility, nominate a Substitute to the Committee meeting and the Substitute should possess equivalent expertise as the Member.

#### **Article 20 Decision of Agenda for Committee Meetings**

An agenda shall be decided by a show of hands that constitutes a majority of the Members present at the Committee meeting. In the case when the vote is equally divided, the President shall form a decision. Advisors or Observers invited by the Executive Board shall not be entitled to vote.

#### **Article 21 Language**

English shall be the official language of Committee meetings and simultaneous interpretation between English and the official language of the host country may be provided, if necessary, by the host country.

## **Article 22 Record of Meetings**

The activities of Committee meetings shall be reported by the Secretariat under instructions from the President.

## **CHAPTER 5 FUND AND EXPENSE**

### **Article 23 Costs of Participation**

Members shall, as a rule, bear travelling and other costs for their participation in the Committee, Executive Board and Working Groups meetings.

### **Article 24 Operation of Committee**

Expenses for arranging the Committee and Executive Board meetings shall be borne by the host country whereas expenses for the administration of the Committee and Executive Board shall be met by the Members according to their respective responsibilities.

### **Article 25 Financial Contribution**

The Committee may invite Members to make a financial contribution in order to achieve some special purpose or objectives approved by the Committee and the Executive Board may also invite financial support from other sponsors.

### **Article 26 Allocation of Funds**

The Executive Board shall be responsible for the allocation of all and any funds of the Committee.

## **CHAPTER 6 SUPPLEMENTARY**

### **Article 27 Revision of the Statutes**

The Statutes may be amended at any Committee meeting with a two-thirds majority of those voting. Members unable to attend the Committee meeting may nominate in writing another Member to vote on their behalf. Any proposal for amendment shall be submitted to the Secretariat in time for inclusion in the notice of meeting and agenda. The Statutes should be a standing agenda item of Executive Board and Committee meetings.

### **Article 28 Dissolution of the Committee**

The Committee may be dissolved by a two-thirds majority of those voting at any Committee meeting. Members unable to attend the Committee meeting may nominate in writing another Member to vote on their behalf. In the event of dissolution of the Committee, any funds remaining after settlement of liabilities of the Committee will be transferred to the member countries in such manner and quantum approved by the Executive Board.

### **Article 29 Effective Date of Statutes**

The Statutes shall take effect from the date they are approved by a two-thirds majority of those voting at the Committee meeting.

## **RULES OF PROCEDURE**

### **I. OFFICERS**

#### Rule 1

The President shall preside over the meetings of the Committee and Executive Board. He shall not vote but may designate another member of his delegation to vote in his place.

#### Rule 2

If the President is absent from a meeting or any part thereof, one of the Vice-Presidents shall preside. An Acting President shall be nominated by the country from which the current President has been appointed. A Vice-President acting as President shall have the same powers and duties as the President.

### **II. SECRETARIAT**

#### Rule 3

The Secretariat shall carry out its function in accordance with applicable UN rules, regulations and directives, unless otherwise determined by the Executive Board.

#### Rule 4

The Secretariat shall be responsible for making all necessary arrangements for meetings and generally shall perform all other work which the Executive Board and the Committee may require.

### **III. CONDUCT OF BUSINESS**

#### Rule 5

A Committee meeting shall comprise of at least 15 Members.

#### Rule 6

In addition to exercising the powers conferred upon him elsewhere by these rules, the President shall declare the opening and closing of each meeting of the Committee, direct the discussion at such meetings, ensure observance of these Rules, accord the right to speak, put questions to the vote and announce decisions. He shall rule on points of order and, subject to these rules of procedure, shall have complete control over the proceedings.

#### Rule 7

The President may, in the course of the discussions, propose to the Committee the closure of the list of speakers or the close of the debate. He may also propose the suspension or the adjournment of the meeting or the adjournment of the debate on the item under discussion. He may also call a speaker to order if his remarks are not relevant to the matter under discussion.

#### Rule 8

The President, in the exercise of his functions, remains under the authority of the Committee.

#### Rule 9

No one may address the Committee without having previously obtained the permission of the President. The President shall call upon speakers in the order in which they have signified their desire to speak.

#### Rule 10

Debates shall be confined to the question before the Committee and the President may call a speaker to order if his remarks are not relevant to the subject under discussion.

#### Rule 11

Proposals and amendments shall normally be introduced in writing and submitted to the Secretariat of the Committee, who shall circulate copies to the Representatives.

#### Rule 12

A proposal, amendment or motion may be withdrawn by its sponsor at any time before voting has commenced, provided that it has not been amended. A proposal or a motion thus withdrawn may be re-introduced by any Representative.

#### Rule 13

When a proposal or amendment has been adopted or rejected, it may not be reconsidered unless the Committee, by a two-thirds majority of the Representatives present and voting, so decides. Permission to speak on the motion to reconsider shall be accorded only to two speakers opposing the motion, after which it shall be put to the vote immediately.

### **IV. VOTING**

#### Rule 14

The Committee shall make best endeavors to ensure that its work is accomplished by general agreement.

#### Rule 15

Each country participating in the Committee shall have one vote. Subject to Rule 20, decisions of the Committee shall be taken by a majority of the Representatives present and voting.

#### Rule 16

The Committee shall normally vote by show of hands.

#### Rule 17

When an amendment is moved to a proposal, the amendment shall be voted on first. When two or more amendments are moved to a proposal, the Committee shall first vote on the amendment furthest removed in substance from the original proposal and then on to the amendment next furthest removed therefrom, and so on until all the amendments have been put to the vote. Where, however, the adoption of one amendment necessarily implies the rejection of another amendment, the latter amendment shall not be put to the vote, if one or more amendments are adopted the amended proposal shall then be voted on. A proposal is considered an amendment to another proposal if it merely adds to, deletes from or revises part of that proposal.

#### Rule 18

In the case when two or more proposals relate to the same question, the Committee shall, unless it decided otherwise, vote on the proposals in the order in which they were submitted. The Committee may, after each vote on a proposal, decide whether to vote on the next proposal.

#### Rule 19

All elections shall be held by secret ballot, unless otherwise decided by the Committee.

#### Rule 20

In the case when one person or one delegation is to be elected and no candidate obtained the required majority in the first ballot, a second ballot shall be taken, which shall be restricted to the two candidates obtaining the largest number of votes in the first ballot.

#### Rule 21

In the case when a vote is equally divided on matters other than elections, a second vote shall be taken. If this vote is also equally divided, the proposal shall be regarded as rejected.

### **V. OFFICIAL AND WORKING LANGUAGES**

#### Rule 22

English shall be the official and working language of the Committee.

#### Rule 23

A Representative or expert may speak in a language other than English if the delegation concerned provides for interpretation into English.

## **VI. PUBLIC AND PRIVATE MEETINGS**

### Rule 24

The meetings of the Committee, Executive Board and Working Groups shall be held in private unless the body concerned decides otherwise.

## **VII. PARTICIPATION OF ADVISORS AND OBSERVERS**

### Rule 25

The President may seek the opinions of Advisors and Observers.

## **VIII. GENERAL**

### Rule 26

Any procedural matter arising at the meetings of the Committee which is not covered by these rules of procedure shall be settled in accordance with the rules applicable to UN-GGIM.