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STATUTES OF THE PERMANENT COMMITTEE ON GIS INFRASTRUCTURE
FOR ASIA AND THE PACIFIC (PCGIAP)

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STATUTES OF THE PERMANENT COMMITTEE ON GIS INFRASTRUCTURE FOR ASIA AND THE PACIFIC

At May 1999

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Chapter 1 General Rule

Article 1

Name and Definition of the Committee

This Committee shall be called the Permanent Committee on GIS Infrastructure for Asia and the Pacific. (Hereinafter called the "Committee")

Chapter 2 Aims and Objectives

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 (Beijing 1994) and shall operate under the purview of the United Nations Regional Cartographic Conference for Asia and the Pacific (UNRCC-AP) and submit its report and recommendations to that Conference.

Article 3

Aims

The aims of the Committee are to maximize the economic, social and environmental benefits of geographic information in accordance with Agenda 21 by providing a forum for nations from Asia and the Pacific to:-

- a. cooperate in the development of a regional geographic information infrastructure;
- b. contribute to the development of the global geographic information infrastructure;
- c. share experiences and consult on matters of common interest; and
- d. participate in any other form of activity such as education, training, and technology transfer.

Article 4

Definition of GIS Infrastructure

GIS infrastructure is defined as the:-

- a. Institutional Framework which defines the policy, legislative and administrative arrangement for building, maintaining, accessing and applying standards and fundamental datasets

- b. Technical Standards which define the technical characteristics of fundamental datasets
- c. Fundamental Datasets which include the geodetic framework, topographic data bases and cadastral data bases
- d. Technological Framework which enables users to identify and access fundamental datasets

forming the basis of:

- national or regional land administration;
- land rights and tenure;
- resource management and conservation; and
- economic development,

that support the organization and the analysis of a range of spatial and related information for a wide range of social, economic and environmental purposes.

Article 5 Objectives

The Committee shall endeavour to achieve the following objectives, which are, inter-alia :-

- a. To define the nature of a regional geographic information infrastructure that each country in the region can contribute to in order to meet regional and global mapping and GIS requirements.
- b. To determine the nature of legislative and administrative procedures and orders appropriate to the acquisition and sharing of spatial data.
- c. To develop a regional geodetic framework, regional topographic datasets, national cadastral datasets and regional geographical names datasets as the basis for regional GIS activity.
- d. To document the status of key geographic datasets and key agencies in each member nation, and develop a framework for the exchange of such information.
- e. To prepare guidelines and strategies to assist member nations for the implementation of cadastral development to meet individual member nation needs.
- f. To determine the need for research, training and technology and policy exchange in relation to the beneficial impact of geographic information on the social, economic and environmental objectives of member nations of Asia and the Pacific region.

- g. To explore opportunities for aid funding to support development needs of member nations and for the development of a regional spatial data infrastructure.

Article 6

Association and Cooperation with other International Agencies and Regional Initiatives

In addition to reporting to the United Nations Regional Cartographic Conference for Asia and the Pacific (UNRCC-AP) the Committee shall also seek to establish links with other relevant United Nations programs and international bodies such as:

- UNRCC for the Americas;
- International Steering Committee for Global Mapping (ISCGM)
- ESCAP Regional Space Applications Program (RESAP);
- EUROGI and CERCO;
- GSDI Steering Committee;
- ISO TC 211;
- International Union of Geodesy and Geophysics (IUGG);
- International Federation of Surveyors (FIG);
- International Society for Photogrammetry and Remote Sensing (ISPRS); and
- International Cartographic Association (ICA).

The above and other bodies are contained in a schedule maintained by the PCGIAP Secretariat.

Chapter 3 Composition of Committee

Article 7

Membership

The membership of the Committee shall consist of the directorates of national survey and mapping organizations or equivalent national agencies of the nations from Asia and the Pacific. The list of nations from the Asia and the Pacific region is advised by the United Nations.

However each nation 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 PCGIAP Committee Member representatives shall not be subjected to any particular rule. The replacement of a Member representative shall be made by the Member country.

Article 10

Executive Board

- h.* The Committee shall elect an Executive Board consisting of:-
The President
The Vice President
Secretary,
and up to seven other Members
- h.* The term of the Executive Board shall be the period between United Nations Regional Cartographic conferences, currently about three years.
- h.* The President, Vice President, Secretary and Executive Board Members shall be elected at the Committee meeting held in conjunction with the United Nations Regional Cartographic Conference for Asia and the Pacific (UNRCC-AP).
- h.* The President, Vice President and Secretary may be re-elected, but shall not serve more than two consecutive terms in that office.
- h.* If a vacancy occurs in the Presidency during the period between UNRCC-AP meetings, the Vice President shall act in that capacity until the next Committee meeting, at which a President shall be elected.
- h.* If a vacancy occurs in the Vice Presidency or Secretary during the period between UNRCC-AP meetings the Executive Board may nominate a member of the Board to act in that capacity until the next Committee meeting.
- h.* In the event of any other vacancy occurring in the Executive Board in the period between the UNRCC-AP meetings, the Executive Board, after consultation with the respective national member organization, shall appoint a replacement from the same nation if that nation has someone available, and if not, then nominations will be sought from other member nations, as the replacement member to serve until the next UNRCC-AP meeting. Should more than one nation nominate to fill the vacancy, an election by the Committee will be held to determine the new Board member.
- h.* 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 be in addition to the defined Executive Board positions.

Article 11
Functions of Executive Board

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

- a. plan and coordinate the Committee's work program between plenary sessions of the Committee;
- b. in consultation with the United Nations, plan and manage the activities that the Committee undertakes for the UNRCC-AP;
- c. manage the continuing administrative affairs of the Committee;
- d. define, monitor and assess the regional spatial data infrastructure;
- e. make recommendations on objectives, and on activities and work programs to the Committee;
- f. arrange and manage publications including directories, internet sites and promotional material, and to distribute appropriate documents to Members, individuals and organizations concerned;
- g. coordinate funding proposals to aid agencies;
- h. prepare and submit reports on activities of the Committee to the UNRCC-AP;
- i. take opportunities to give presentations to related bodies such as ISO/TC211, ISCGM, the GSDI Steering Committee and other bodies (contained in the schedule referred to under Article 6 of these Statutes), at conferences and other relevant events.

Article 12
Meetings of the Executive Board

- a. 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 per cent of the members of that Executive Board.
- b. The meetings of the Board shall be governed by the Rules and Procedures set down for the Committee.
- c. The President shall chair the meetings of both the Committee and the Board.

- d. 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

- a. Working Groups may be established, with the approval of the Committee, to carry out the objectives of the Committee.
- b. Working Groups may initiate and terminate projects in areas of concern to the Committee.
- c. Working Groups shall report regularly and at not less than six monthly intervals to the Committee on their activities, together with recommendations for consideration by the Committee.
- d. 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.
- e. Working Group Chairs are able to appoint coordinators for key activities within their work program and these coordinators would report to the Working Group Chairs.
- f. In so far as they are applicable the Rules and Procedures set down for the Committee shall apply to the proceedings of the working groups.

Chapter 4 Committee Meetings

Article 14

Occurrence of Meetings

1. Meetings of the Committee coinciding with the UNRCC-AP that meets every three years.
 - The format should be that of a conference, with both invited and presented papers. Attendance should comprise country delegations led by the Committee member.
 - The Executive Board, along with the Member from the host country, should be responsible for organising the conference agenda, including identification of the Chairman and invited speakers.
 - The United Nations should continue providing administrative support, including the issuing of invitations, provision of translation facilities, and publication of proceedings.
 - Some sessions of each UNRCC-AP meeting should be run as part of the PCGIAP meeting.

- Key elements of the conference would include:
 - report from the Executive Board covering achievements over the three year period since the previous Conference, and plans for the following three years, for consideration by the Conference; the three year planning cycle coinciding with the UNRCC-AP meeting dates.
 - invited presentations on global and other UNRCC developments; and
 - national reports from participating countries.
- Resolutions of the UNRCC-AP should be categorised, with those requiring action to include the person or agency responsible, and the due date. The Committee should include all UNRCC-AP resolutions on its web site, along with a statement of the status of the action items. The UNRCC-AP agenda should include an item for review of the status of 'action resolutions' from the previous UNRCC-AP meeting, with the Executive Board providing a written report as the basis for the review.

2. Meetings of the Committee in between UNRCC-AP meetings.

- The Committee should meet once per year, with every third meeting being incorporated within the UNRCC-AP.
- The format of these meetings should be that of a committee, focused on work plans and technical issues.
- Attendance should be limited to the Committee Member (head of national surveying and mapping agency, or equivalent), a small number of technical advisers, and invited observers. The key elements of the meetings would be:
 - standing agenda items;
 - Working Group progress reports and plans; and
 - Working Group technical meetings.

Article 15

Convocation of a Committee Meeting

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

Article 16

Advisors and Observers

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

Article 17

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 a Board meeting and six months for a Committee meeting.

Article 18

Substitute of an Executive Board Member or a Committee Member

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

Article 19

Decision of Agenda for Committee Meetings

An agenda shall be decided by a show of hands that constitute a majority of the Members present at a Committee meeting. If 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 20

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 21

Record of Meetings

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

Chapter 5 Finance and Expenses

Article 22

Costs of Participation

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

Article 23

Operation of Committee

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

Article 24

Financial Contribution

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

Article 25

Allocation of Funds

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

Chapter 6 General

Article 26

Revision of the Statutes

- a. The Statutes may be amended at a Committee meeting by a two-thirds majority of those voting.

Members unable to attend a Committee meeting may nominate in writing another Member to vote on their behalf.
- b. Any proposal for amendment shall be submitted to the Secretary in time for inclusion in the notice of meeting and agenda.
- c. Statutes should be a standing agenda item of Board meetings and Committee meetings.

Article 27

Dissolution of the Committee

The Committee may be dissolved by a two-thirds majority of those voting at a Committee meeting.

Members unable to attend a 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 28
Domicile

The Secretariat of the Committee shall be at the office of the current Secretary unless otherwise determined by the Executive Board.

Article 29
Effective date of Statutes

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

Chapter 7 Rules of Procedure for Committee and Board Meetings

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, the Vice-President shall preside. A Vice-President acting as President shall have the same powers and duties as the President.

II. Secretariat

Rule 3.

The Secretary shall act in that capacity in all meetings of the Committee. He may appoint a deputy to take his place at any meeting.

Rule 4.

The Secretary or his representative may at any meeting make either oral or written statements concerning any question under consideration.

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.

1. 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.

2. Debate 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 10.

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

Rule 11.

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 12.

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 13.

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

Rule 14.

Each nation participating in the Committee shall have one vote. Subject to Rule 19, decisions of the Committee shall be taken by a majority of the Representatives present and voting.

Rule 15.

The Committee shall normally vote by show of hands.

Rule 16.

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 17.

If 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 18.

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

Rule 19.

If, when one person or one delegation is to be elected, no candidate obtains 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.

Rule 20.

If 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 21.

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

Rule 22.

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 23.

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 24.

The President may seek the opinions of Advisors and Observers.

VIII. General

Rule 25.

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 the United Nations Regional Cartographic Conference for Asia and the Pacific.