



STATUTES

Committee of United Nations on Global Geospatial Information Management for Arab States (UN-GGIM : Arab States)

Section

Background:

The United Nations Initiative on Global Geospatial Information Management (UN-GGIM) welcomes the establishment of the Committee of United Nations on Global Geospatial Information Management for the Arab States (UN-GGIM: Arab States) as an efficient tool to provide significant input to the Global UN-GGIM process. The Committee of United Nations on Global Geospatial Information Management for the Arab States will comprise representatives of the Arab UN member states. This Committee shall take in its due consideration the global agenda and that of other UN-GGIM regional committees with a view to optimizing synergies and avoid duplication of effort, work, and cost.

Chapter 1 General Issues

Article 1. Name of the Committee

This Committee shall be called the Committee of United Nations on Global Geospatial Information Management for the Arab States (UN-GGIM: Arab States) (hereinafter referred to as "The Committee").

Chapter 2 Objective and Purpose

Article 2. Mandate and Authority

1. The Committee has been established in accordance Resolution No.4/111 of the fourth session of United Nations Committee of Experts on Global Geospatial Information Management (UN-GGIM), held in New York in August 2014.
2. The Committee shall function within the scope of the United Nations Committee of Experts on Global Geospatial Information Management (UN-GGIM), and it shall submit its recommendations and activities reports to the UN Statistics Division and the UN-GGIM Secretariat.

Article 3. Definition of Geospatial Information Management

Geospatial Information is defined as:

The information about the entities or features that can be referenced to specific places relating to below, on or above the Earth's surface.

Geospatial Information Management is defined as:

Management of all types of geospatial information for better decision-making and policy formulation to meet humanitarian needs, peace and security, environmental and development challenges through the maximized use of geospatial information, taking advantage of the geospatial information technologies, improving of the geospatial policies and institutional arrangements, and the strengthening of capacities.

¹ UN-GGIM convened its fourth session in New York, 6-8 August 2014, and adopted Decision 4/111, which "Congratulated the group of Arab States for their preparatory work towards a common work program me, endorsed the establishment of the Regional Committee of United Nations Global Geospatial Information Management for the Arab States, noting the transitional committee will continue to function in the foreseeable future, welcomed the announcement to hold the first meeting in early 2015, and invited the Regional Committee to report regularly to the Committee of Experts." (for more details, please see the report of the Fourth Session E/2014/46-E/C.20/2014/15 at: http://ggim.un.org/ggim_committee.html).

The Geospatial Data Infrastructure for the Arab States is defined as:

The set of geospatial data, policies, standards, technologies and resources required for the effective production, collection, management, access, distribution, sharing and use of geospatial data among member countries of the Regional Committee.

Geospatial information metadata is defined as:

The set of information describing the data, including how they were obtained and produced, their quality and storage structure, and what is essential to document, integrate and display them, and how they may be searched and explored.

Interoperability is defined as:

The condition whereby different systems can share processes or data. In the context of geospatial information and geographic information systems, the accuracy of overlays and cross-referencing of associated alphanumeric information are crucial for analysis and decision making.

Standard is defined as:

The document established by consensus and approved by a recognized institution, providing, for a common and repeated use, rules, guidelines or characteristics for activities or their results, so as to obtain the optimum degree of order in a particular theme.

Article 4. General Objective

The Committee shall determine the regional issues relevant to the management of geospatial information and shall take the necessary actions on these issues to maximize the economic, social and environmental benefits resulting from the use of geospatial information based on the member countries' knowledge and exchange of experiences and technologies to enable the development of the Geospatial Data Infrastructure for the Arab States and the strengthening of national initiatives, and contributions to the discussions in the United Nations Committee of Experts on the Global Management of Geospatial Information UN-GGIM

Article 5. Specific Objectives

1. Improve coordination and dialog between the Member Countries and relevant international organizations to share the experience in the management of geospatial information, the best practices and state-of-the-art technologies.
2. Establish a common framework of accurate and reliable geodetic reference in the Arab Region, in close cooperation with relevant international organizations, as well as the member countries.
3. Improve the capacity of member countries in the development and establishment of policies for the national management of geospatial information, taking into account the needs and priorities of each member country.
4. Develop strategies and guidelines to supports the development of an authoritative source of geospatial information in each member country of the Regional Committee.
5. Establish and promote the necessary institutional arrangements and the framework to enable the NOGI (National Organizations responsible for the Geospatial Information) member countries to develop and achieve a level of consistency and geospatial maturity, while respecting their autonomy in accordance with their national laws and policies.
6. Encourage interoperability and ease of use and timely exchange of geospatial information between the member countries to the regional and global matters, including the disasters management.
7. Develop strategies and guidelines for the flow, discovery, access, integration and dissemination of geospatial information for dealing with the current global challenges, with particular focus on reducing vulnerability and enhancing the capacity of member countries in dealing with disasters.
8. Contribute to the promotion and monitoring of the common principles, policies, methods, research and development of standards for geospatial data and services in order to achieve the goal of UN-GGIM.

Article 6. Coordination with other Organizations

The Committee shall also seek to establish relationships and mechanisms for cooperation with other United Nations programs and actively participate in the conferences, forums and activities promoted by other international and regional organizations.

Chapter 3 Formation of the Committee

Article 7. Membership and Representation

1. The Committee representative members shall be those countries in the Arab Region that are Member States of the United Nations, represented by the competent institution in the area that determine the country according to its protocol with the United Nations, the competent institution shall designate a representative for these effects.
2. In addition to the aforementioned representative members, each member country must appoint an alternate with decision-making capacity to represent the Incumbent member whenever necessary, for the purposes of attending meetings.

Article 8. Duties of the Members

1. Incumbent members or their alternates, as the case may be, must attend the meetings and take the necessary actions to develop and promote both the general and specific objectives of the Committee, and may, subject to the approval of the Chair, represent the Committee in specific functions entrusted to them.
2. Members of the Committee shall inform the Committee Secretariat on the progress and efforts made related to their national GDI (Geospatial Data Infrastructure), at least once a year.

Article 9. Duration and replacement of Members

The duration of the representatives of the member countries in the Committee shall not be subject to any rules. The replacement of a member or alternate representative shall be made by the member countries.

Article 10. Executive Board

1. The Committee elected from among its members (Executive Board) composed of:
 - i. A Chair ;
 - ii. Two Vice-Chairs;
 - iii. The Secretary General
2. Rules of procedure will be defined and adopted in the next meetings of the Committee.
3. The term of the Executive Board shall be the period between the conferences of the Committee of United Nations Global Geospatial Management for the Arab States; and each board member shall be elected, post by post, with the favorable vote of at least half plus one of the Committee members present.
4. The Chair and Vice Chairs may be re- elected, but may not occupy that position for more than two consecutive terms. They may become eligible after an interval of two terms.
5. In case of temporary or permanent absence of the Chair of the Executive Board, A Vice- Chair shall assume the duties of Chair until the end of the temporary absence and in the case of the permanent absence, until the next meeting of the Committee of United Nations Global Geospatial Management for the Arab States, at which time a new Chair will be elected.

Article 11. Functions and Powers of the Executive Board

The functions and powers of the Executive Board shall be the following:

1. Approve, coordinate and monitor the Committee's Work Program, as agreed in the Committee of United Nations Global Geospatial Management for the Arab States
2. Plan and manage the activities to which the Committee is committed to the UN-GGIM in consultation with the United Nations.
3. Monitor the Committee work programs and the activities of the Working Groups.
4. Make recommendations on the objectives, activities and work programs for the Committee.
5. Propose to the Committee, at the request of the member countries, the issues that may be of interest for the development of the Arabic Geodetic Infrastructure.
6. Submit to the United Nations the report on the progress achieved since the last meeting of the Committee of United Nations Global Geospatial Management for the Arab States
7. Ensure that management and coordination with regional and international agencies of funding proposals contribute to the operation of the Committee, as well as with the initiatives, programs and projects related to the development of the Arabic Geodetic Infrastructure of the member countries.
8. Request through the Chair the national reports of the member countries, with at least eight weeks in advance, for the meetings of the Committee.
9. Approve the annual summary for the consideration of the Committee.
10. Decide about the administrative affairs of the permanent Committee, as well as determine:
 - i. The preparation of publications including directories, newsletters, training material and promotional, as well as the administration of the official website on the Internet of the Committee, and
 - ii. The distribution of the papers to the Member countries of the Committee and other related organizations.
11. Represent the interests of the Arab region before the global community of geospatial information management
12. Promote guidelines of UN-GGIM among members of the Committee;
13. Take advantage of the opportunities to make presentations to the related organs in conferences and other relevant events, on the results and progress of the Committee.
14. Review and approve all meetings organized or sponsored on behalf of the Committee.

Article 12. Functions and Powers of the Chair

Functions and powers of the Chair shall be the following:

1. Represent the Committee and its Executive Board.
2. Direct the overall activities of Committee in accordance with the present Statutes and the activities that may be entrusted by the Committee during its meetings.
3. Convene the Committee and Executive Board meetings.
4. Presiding over the meetings of the Committee and the Executive Board.
5. Abstain from voting at meetings of the Committee, but may designate a member of his delegation to vote on his behalf.
6. Exercise a casting vote in case of a tied vote in the Executive Board meetings.
7. During the meetings ensure compliance with any applicable legal provisions, give the right to speak, put issues to vote and announce decisions.
8. Propose to the Committee, in the course of the discussion, the closure of the speakers list or the closure of the debate. The Chair may also propose the suspension or the adjournment of the meeting, or the adjournment of the debate on the topic under discussion.
9. Arrange with the relevant regional and international agencies the funding required for the proper operation of the Committee, its Executive Board, the Working Groups and the development of the activities related to the Committee's objectives, its member countries and the beneficiary countries of the actions promoted by the Regional Committee.
10. Prepare and submit reports of the office of Chair at meetings of the Committee.

Article 13. Functions and powers of the Vice-Chairs

Functions and powers of the Vice-chairs shall be the following:

1. Replace the Chair during his/her temporary or permanent absence, in accordance with the provisions of article 10(6) of the present Statutes.
2. Collaborate with the Chair to assist and support the activities referred to in article 12(10) of these Statutes, in a coordinated manner.
3. Attend all of the Executive Board and the Committee meetings for which he/she is convened.
4. The aforementioned activities may be assigned by the Executive Board provided that they have a direct relationship with the objectives of Committee.

Article 14. Functions and Powers of the Secretariat.

Functions and Powers of the Secretariat shall be the following:

1. Prepare the minutes of the meetings and submit them for consideration by the Executive Board or the Committee as appropriate.
2. Convene meetings in accordance with the provisions of the present Statutes.
3. Verify the existence of the legal quorum at meetings of the Executive Board and of the Committee.
4. Carry out the counting of the votes and report the results to the Chair.
5. Prepare and compile, with the approval of the Chair, the documentation to be forwarded to the United Nations.
6. Manage and maintain in operational condition, the official website of the Committee.
7. Post the resolutions of the Committee on the website, along with a brief report on their state of progress.
8. Maintain updated directories of the Committee.
9. Implement the actions of communication that may be assigned by the Chair of the Executive Board.
10. Organize the documentation of the Executive Board and the Committee.
11. Request for the meetings of the Committee.
12. Manage the administrative affairs of the Committee in accordance with the determinations of the Executive Board.
13. Prepare the annual summary for approval of the Committee at its meeting.
14. Receive and circulate when needed, the documentation and communications that are sent by international and regional organizations.
15. Attend all meetings of the Committee and the Executive Board
16. Prepare the Agendas and meeting materials for the meetings of the Executive Board and the Committee and distribute them.
17. Implement actions that may be assigned by the Executive Board in connection with the Working Groups, mainly, keep track of activities and programs of the same.
18. Keep a record of the progress of member countries in implementing their national GDI.
19. Execute other duties as may be assigned by the Executive Board, provided that they have direct relationship with the objectives of Committee

Article 15. Meetings and Operation of the Executive Board

1. The Executive Board shall meet at least once a year with the date and location for the meeting determined by a majority of its members. This meeting shall be official and valid if at least half the members plus one are present.
2. The Chair, Vice-chairs shall attend these meetings.
3. The meetings will be able to operate through videoconferences, teleconferences, and in any case, through the use of other information and communication technologies available, with the prior agreement of the members.
4. The Executive Board may hold extraordinary meetings when required, at the request of at least one of its members
5. The request for an extraordinary meeting shall be directed in writing to the Executive Board by the proponent, specifying the reasons for its request, as well as the proposed place and dates.
6. The meetings shall be called by the Chair through the Secretariat, which shall notify.

the members of the proposed meeting at least eight weeks before the date of the meeting. The announcement shall include the objective, place, and date of convening the meeting, as well as the proposed agenda.

Article 16. Working Groups

1. The working groups shall be established when the Executive Board considers it necessary, preferably taking into account the resolutions of the last meeting of the UN Regional Committee for Global Geospatial Management for the Arab States in order to develop and achieve the objectives of the Committee.
2. The Working Groups shall execute the projects or tasks entrusted by the Committee or the Executive Board in those areas deemed of interest.
3. The Working Groups shall consist of a Coordinator who shall be in charge of the group and appointed by the Executive Board, and a number of specialists in the subject matters of the Working Group, who shall be appointed by the Executive Board from the proposals made by the Coordinator of the Working Group.
4. The Working Groups shall report at least once a year to the Committee on the progress of their activities, together with the appropriate recommendations for consideration, except when more frequent reporting intervals related to the achievement of specific targets are established.
5. The coordinators of the Working Groups shall designate persons responsible for key activities in their work program, who shall also report on their activities and results.
6. Coordinators shall prepare the work plan for the Working Group they are responsible for, specifying aims, targets and timetables, and shall do so with the knowledge of the Committee. The work plan shall include feasible objectives and achievable goals within a reasonable time-frame.
7. When working groups are established, all the meetings of the Committee shall include an item on the Agenda for reporting progress and achievements of the groups.

Article 17. Duties and Powers of Working Groups Coordinators.

Duties and powers of Working Groups Coordinators will be the following:

1. To coordinate the Working Groups established by the Executive Board.
2. To organize the Working Groups, determine their operational programs and assign them their activities.
3. To follow up on the activities assigned to the Working Groups and to prepare or collect case reports, and submit them for consideration of the Executive Board through the Secretariat.
4. To coordinate the preparation of reports from the Working Groups that are to be submitted at the Committee meetings.
5. To publish through the official website of the Committee on the Internet, those reports, results, progress and monitoring of activities and projects for each of the Working Groups.

Chapter 4 Meetings of the Committee

Article 18. Holding of Meetings

1. The Committee shall meet in person at least once a year. In the year in which United Nations Committee of Experts on Global Geospatial Information Management (UN-GGIM) is held, the gathering of the Committee shall meet concurrently on the same date and in the same place.
2. For the Committee meetings coinciding with the UN-GGIM:
 - i. The format of the meetings shall be that of a conference, with submitted and invited papers, in addition to discussion of issues concerning the Committee in terms of programs and reports;
 - ii. Attendance may include the delegations of the member countries, headed by the Incumbent member or by his alternate;
 - iii. The Executive Board, along with the member host country, shall be responsible for the organization of the conference agenda;
 - iv. The Executive Board shall coordinate with the United Nations for the administrative support, including the issuance of invitations, working agenda, the provision of translation services and publication of the proceedings on the official website of the Committee;
 - v. Some of the UN Committee for Global Geospatial Management for the Arab States sessions may be conducted as a part of the Committee meeting, as long as they are related to the specific subject matter of the Committee;
 - vi. At least the following items shall be incorporated into the agenda:
 - a. Report prepared by the Executive Board that includes the achievements made during the period since the last Conference and the Working Program for the next years coinciding with the planning cycle of the UN Committee for Global Geospatial Management for the Arab States meetings;
 - b. The technical presentations by members and guests;
 - c. The national reports from participating countries;
 - d. Executive reports from the working groups that have been formed, and
 - e. Progress and results of the "action resolutions" with reference to the last UN Committee for Global Geospatial Management for the Arab States.
3. For the meetings of the Regional Committee carried out between the UN Committee for Global Geospatial Management for the Arab States:
 - i. The format of the meetings shall be that of a committee, focusing on work plans and technical issues;
 - ii. The attendance shall be limited to the members of the Committee and a small number of technical advisors and invited observers;
 - iii. The agenda for the Committee meetings shall be developed by the Executive Board, along with the member host country and approved by the Committee;
 - iv. The administrative support, including translation services, whenever possible, shall be provided by the host country;
 - v. At least the following items shall be incorporated into every agenda of the Committee Meetings:
 - a. Report prepared by the Executive Board, covering the achievements made in the period since the last meeting of the Committee and the Working Program that corresponds to the next period;
 - b. Sessions of the Working Groups which have been formed;
 - c. Technical Reports of the Working Groups progress, and
 - d. Report of the Secretariat on funds if applicable.
4. The meetings of the Committee may be carried out concurrently with other similarly themed meetings when appropriate and be possible to arrange them with organizer of such other meetings.
5. The meetings of the Committee shall be private, but guests may attend in accordance with Article 19 of the present statutes.
6. If necessary, and exceptionally, the meetings of the Committee may be conducted in a virtual way using information technologies such as teleconferences, video-conferences, or other similar means.
7. Any procedural question that arises in the meetings of the Committee, which is not covered by the present Statutes shall be resolved in accordance with the rules applicable to the UN Committee for Global Geospatial Management for the Arab States.

Article 19. Call for Meetings

Meetings of the Committee shall be convened directly by the Chair or, by the Secretariat on the instructions of the Chair, who shall send out notice of the proposed meeting at least four months in advance. The notice shall include the purpose, place, and date of the meeting.

Article 20- Advisors and observers at Meetings

1. The Committee by prior agreement may invite other people as advisers, experts, technicians, specialists or observers to meetings of the Committee if deemed relevant to the performance of its functions and objectives. This invitation shall be made through the Executive Board.
2. These guests may participate in the meetings, but are not entitled to vote. They may make presentations on topics of interest related to the geospatial data infrastructures wherever and whenever it is possible to include them in the agenda.
3. The Secretariat, on the instructions of the Chair, shall provide to the advisers and observers a written notification of the purpose, place, date and proposed agenda at least two months prior to the meeting of the Committee.

Article 21. Legal Quorum of the Meetings

The meetings of the Committee shall be convened with at least half plus one of the members.

Article 22. Replacing a Member in the Meetings

A member of the Executive Board may, under his/her responsibility, appoint a replacement to the meeting of the Executive Board, while a member of the Committee may, under his/her responsibility, appoint a replacement to the meeting of the Committee; the replacement must possess the experience and knowledge equivalent to the regular member.

Article 23. Decision on the Order of the day for Meetings

1. The order of the day shall be decided through voting by show of hands that constitutes a simple majority of members present at the meeting of the Committee.
2. In the event of a tied vote, the Chair shall have the deciding vote.
3. Advisors or observers invited by the Executive Board shall not be entitled to vote.

Article 24. Speakers List

1. The Chair through the Secretariat shall have control of the speakers list, propose to the Committee the closure of the list or the closure of the debate on the topic under discussion and call to order the speaker if his remarks are not relevant to the issue under discussion.
2. No member may address the Committee without having previously obtained the permission of the Chair, who shall allow speaking in the order required.

Article 25. Working language

1. The working language of the Committee Meetings and the Executive Board shall be Arabic. Whenever possible, the host country shall provide the services of simultaneous translation for English.
2. In the event that any guest, as specified in article 23, speaks in a language other than Arabic, the delegation of from his/her country shall provide the translation into at least one of the official languages, both in oral and written presentations.

Article 26. Voting

1. There shall be two types of voting, which will have equal validity: on-site voting and off-site voting:
 - i. On-site voting is voting carried out through the physical presence of the members at the meetings, and,
 - ii. Off-site voting is voting carried out remotely by official vote in writing, videoconference, e- mail or using the official website of the Committee on Internet, and may be applied to any item to be solved by the Committee.
2. The Committee shall make every effort to ensure that decisions taken at its meetings are taken by general consensus.
3. Each participating nation in the Committee shall have only one vote. The decisions of the Committee shall be taken by simple majority of the members present and voting, except in cases where otherwise indicated in the present Statutes.
4. In the meetings of the Committee voting will be by show of hands or nominal vote, at the request of the members. The Secretariat shall take the count of voting and report the results to the Chair immediately, who shall announce them to the members present.
5. If a vote is equally divided among three or more different options, a second round of voting shall be done between the two options that obtained the most votes.
6. If there is a tied vote on a matter other than an election, the Chair may cast the deciding vote. If the Chair abstains the subject under discussion shall be deemed rejected.
7. In the case of the off-site voting it will require the approval of a minimum of half plus one of the existing members in the Committee, and the Secretariat shall take the appropriate actions to inform the Committee as soon as possible of the decisions taken.
8. 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.
9. The Secretariat shall be authorized to establish a maximum response time after online consultations, to proposals or amendments for adoption. If there is no response within the time set for response, the proposal or amendment shall be adopted.

Article 27. Elections of the Committee

1. During the meetings of the Committee in which authorities are to be elected, the Chair shall ask the members to nominate candidates for the different posts, which shall be registered by the Secretariat once they have been seconded by another member.
2. The Chair shall then lead the election session with the assistance of the Secretariat and shall make the final announcement of the results, after, which those who have been elected shall immediately take up the appointment to their posts.
3. To be elected, the candidate shall obtain a vote of at least half plus one of the members present who make up a quorum.
4. If in the election process, none of the candidates obtains the required majority in the first voting, it will be necessary to perform a second voting, which will be restricted to the two candidates who obtained the highest number of votes in the first voting.

Article 28. Record of Meetings

The activities of the meetings of the Committee shall be recorded and reported by the Secretariat and shall be public.

Chapter 5 Finances and Expenditures

Article 29. Participation costs

1. Members shall preferably assume the costs related to the international travel, and other costs required for their participation in the meetings of the Committee and of the Executive Board, and Working Groups.
2. The guests who attend the meetings of the Committee as advisers, experts, technicians, specialists or observers shall assume the costs associated with transportation, and other associated expenses.

Article 30. Financial Management

1. The Committee is a non-profit organization, but requires funding for its operations. Accordingly, the Executive Board or the members of the Committee may seek contributions from sponsors, and/or sources of funding and international cooperation with the aim of securing resources and the financial support required.
2. Members shall encourage the development of national project proposals for submission to potential funding sources for access to resources for non-administrative activities. The terms and conditions shall be established in accordance with the regulatory framework of each country with the funding institutions. In the event that it becomes necessary the Committee, via the Executive Board may issue a document to support the project, provided that it complies with the objectives of the Committee.
3. In the event that Committee draws up a proposal for a multinational project, the terms and conditions shall be approved by the Executive Board.
 - i. The monitoring of these projects shall be the responsibility of the Executive Board. Final Budgetary allocations as well as reallocations will be under the responsibility of the Executive Board, and
 - ii. The Executive Board may, at any time, request from the responsible project personnel, progress reports (financial and non-financial) on these projects
4. The internal administrative and logistics costs caused by the holding of the Committee and the Executive Board meetings shall be borne by the host country.
5. The administration expenses of the Committee and the Executive Board in their own headquarters shall be financed by the Members.
6. The Executive Board, through the Secretariat shall be responsible for the management of the funds obtained by the Committee. This function relates exclusively to managing expenditures with the financing agencies or institutions. However, the Executive Board does not necessarily have to directly manage these funds, make payments, or make monetary documents.

Chapter 6 Supplementary

Article 31. Validity and Amendments of the Statutes

1. The Statutes and amendments, if any, shall be in force from the date on which they are approved.
2. The Statutes may be modified or amended in any meeting of the Committee with the approval of two-thirds of the votes of its Members.
3. Any proposal for reform of the statutes shall be sent on time to the Executive Board, through the Secretariat for its inclusion in the announcement and the order of the day.
4. The reform proposal shall be signed by the party or parties that propose the reform and shall be accompanied by an explanatory memorandum and justification.
5. The Secretariat shall circulate the proposal among the members of the Executive Board and the Committee for their information.

Article 32. Dissolution of the Committee

1. The Committee may be dissolved by a vote of two thirds of its members, at any meeting of the Committee. This decision shall be communicated to the United Nations immediately prior to the next meeting of UN Committee for Global Geospatial Management for the Arab States.
2. In the case of dissolution of the Committee, any existing resource after settling all its liabilities and commitments will be returned to the source(s) of funding and if applicable, transferred to the member countries in the manner and amount approved by the Executive Board.

Article 33. Domicile of the Committee

The Headquarters of the Committee and the Executive Board shall be based in the nation represented by the Chair, unless the Committee decides otherwise.