

PACIFIC GEOSPATIAL AND SURVEYING COUNCIL CHARTER

3rd March 2015

1. Summary of the Council

Name	Pacific Geospatial and Surveying Council (PGSC)
Vision	Sustainable development in the Pacific enabled by world class geospatial information and surveying services
Mission	The PGSC will provide a regional network and forum for the geospatial information and survey authorities of Pacific Island Countries and Territories (PICTs) to address regional challenges, such as building the capacity of surveyors, improving and standardising geospatial information gathering and dissemination, maximising economic growth, alleviating poverty, improving natural resource management, disaster risk management and climate change adaptation. This will be achieved by coordinating, communicating, and collaborating activities, sharing resources and applications of location information through regional and global partnerships.
Members	<p>Core members are national geospatial and surveying authorities of Pacific Island Countries and Territories.</p> <p>Other members may comprise of observers, expert contributors or organisations from both the surveying and geospatial private sector, non PICT government agencies, academic institutions, commercial survey manufacturers, non-governmental organisations of professional surveyors with mandates and work programs relevant to geospatial information management and or spatial data infrastructure as well as development partners operating in the Pacific region</p>
Secretariat	The Secretariat of the Pacific Community (SPC) shall provide secretariat and technical support for the Council through the Pacific Geospatial and Surveying Partnership Desk (PGSPD)

2. Preface

The Council was formed to share knowledge, promote understanding and to enhance cooperation in the context of geospatial infrastructure and information management as defined in the “*Suva Statement on Spatially Responsible Governance*” (see Annex).

3. Definitions

Surveyor	a person who is responsible at the highest level of the public service of a country or territory for the national survey and geospatial information authorities
SPC	Secretariat of the Pacific Community
PICTs	Pacific Island Countries and Territories
the Council	Pacific Geospatial and Surveying Council (PGSC)
the Office	Pacific Geospatial and Surveying Partnership Desk (PGSPD)

4. Purpose of the Council

The purpose of the Council is to:

- foster and support the network of surveying and geospatial operators of the PICTs
- promote and support capacity building of surveyors in the region
- facilitate dialogue and cooperation between member countries on unified regional approaches to geodetic and geospatial information and infrastructure management
- facilitate dialogue and cooperation with donor agencies and educational institutions and create opportunities for surveying and geospatial authorities of the PICTs
- raise awareness with governments of PICTs of the role of surveying and geospatial information in sustainable development and to provide a platform for national geospatial information authorities to actively contribute to sustainable development discussions and activities
- support the initiative of the United Nations to implement global mechanisms to foster geospatial information management and the development of pro-poor gender sensitive scalable land tools
- provide advice and feedback to the direction and work plan of the SPC Geoscience Division
- develop and support national and regional strategies, and the implementation of frameworks and legislation to combat common geospatial challenges faced by the PICTs
- facilitate the exchange of resources, information and experience amongst stakeholders, in key areas such as technical developments, information management and survey techniques
- support the sharing of personnel and equipment to aid in survey activities and data management, but without interference in the national responsibilities of each survey office
- promote the role of the geodetic surveyor or geospatial scientist in the administration of, and planning for, land and marine environments to PICTs organisations
- abstain from any interference in questions of a political, racial or religious nature

- not permit any of its activities to be influenced by statements or actions of a political, social or religious nature

5. Members

The Council may comprise of the following membership types as defined below:

<p>Core (voting member)</p>	<p>a SPC member country or territory national land and / or survey related government authority, organisation, agency or department</p> <p>A Core member will be entitled to host a Council meeting, to nominate candidates for election to the Council, to nominate a delegate to Working Groups, to participate in voting at meetings and extraordinary meetings of the Council and to receive all material disseminated in the name of the Council.</p> <p>A Core member shall encourage its members to participate in the Council's technical meetings.</p> <p>A SPC member country or PICT government organisation wishing to become a Core member of the Council shall make an application to the Council which will consider it and submit it to a vote of the Council.</p>
<p>Observer</p>	<p>An Observer is an organisation, institute or agency comprised of individuals who practise the profession of surveying, or which promotes education or research in one more of the disciplines of surveying, and do not meet the criteria for membership as a Core member.</p> <p>An Observer shall be entitled to contribute to the work of the Council, to nominate a representative (a non-voting delegate) to Council meetings and to each Working Group of the Council and to receive all material disseminated in the name of the Council.</p> <p>An Observer shall encourage its members to participate in the Council's technical meetings.</p> <p>A group or organisation wishing to become an Observer shall make an application to the Council which will consider it and notify the applicant of its decision.</p>
<p>Expert Contributor</p>	<p>An organisation, academic and research institutions or agency which provides professional or commercial services related to the geospatial and surveying services.</p> <p>An organisation, institution or agency wishing to become an Expert Contributor shall make an application to the Council which will consider it and notify the applicant of its decision.</p> <p>An Expert Contributor shall be entitled to contribute to the work of the Council, to nominate a representative (a non-voting delegate) to Council meetings and each Working Group of the Council, to receive all material disseminated in the name of the Council and to promote its products and services through the medium of the Council.</p>

Expert Contributor members' representatives shall be encouraged to participate in the Council's technical meetings.

The admission of a member shall be decided by a vote at a Council meeting. Membership shall cease by resignation or by expulsion.

6. Membership Fees

The Council can set fees for members.

The fees shall be payable on the first day of the calendar year in which they fall due.

The Council shall have the power to expel any member whose fees are in arrears.

7. Administration

The business of the Council shall be directed by the members of the Council and administered by the Office.

The members of the Council shall elect a Council Chair and a Council Vice Chair. The term of office for the Council Chair and Council Vice Chair is one year and will start on 1 January in the year immediately following their election

Additional non-voting members of the Council may be appointed by the Council members and this shall be done in conjunction with the SPC. These will be a Geospatial Officer and Assistant Geospatial Officer to administer the Office.

If any elected or appointed officer is unable to complete his or her period of office, a replacement shall be elected or appointed by the members of the Council in conjunction with the SPC for the remaining period.

The Office of the Council will be located in the office of the SPC Geoscience Division, Suva, Fiji.

Financial support and resourcing of the Office will be provided by SPC.

The primary functions of the Office are to:

- provide secretarial and administrative services to the Council, its members and Working Groups.
- manage the financial activities of the Council
- facilitate and support the ongoing relationship between the SPC, PICTs, the Council members, Working Groups, other geospatial partners in the region and internationally, as well as other likeminded organisations
- assist with the implementation and monitoring of Council meeting resolutions
- provide an information-sharing and communication network for Council members and Working Groups
- provide technical support to Core members of the Council

8. Governance

The Council shall be governed by its core members. The council core members will be the ultimate decision makers for council's business.

The Council recognises the role of SPC in providing secretariat support to the Council, and acknowledges the SPC's governing council structure. SPC's Committee of Representatives of Governments and Administrations (CRGA) obtains advice from several sectoral specialist councils, and the PGSC is one of these.

The Council shall meet in plenary within the region at least annually, funding permitted. Meetings should generally be scheduled to coincide with the Pacific GIS/RS User Conference. Meetings of the Council are presided over by the Council Chair or, in his or her absence, by the Council Vice Chair.

The Council must notify members three months prior to a meeting. A full agenda must be sent to participants of the Council meeting at least two month prior to the meeting. Proposals for the agenda must be sent to the Council Chair, Council Vice Chair and the Office, at least three months prior to the meeting.

The powers of the Council are to:

1. amend the Charter of the Council
2. admit members
3. elect members and to confirm appointments to the Council
4. set levels of fees for the member
5. establish working groups
6. adopt work plans (includes Strategic Plans), and if required budgets and audited statements of accounts
7. prescribe Internal Rules
8. expel or suspend members
9. do all such other matters for the achievement and promotion of its objectives

For a meeting to be constitutionally valid, there must be at least one individual member of at least two thirds (2/3) of the Council Core members. An individual member may represent only one membership type.

The Council Chair may determine quorum for a meeting if the majority of the attending Council members agree to the meeting proceeding in the absence of the other Council members.

All decisions of the Council meeting shall be taken by simple majority vote. Only Core members which are represented at the meeting by an individual member shall be entitled to vote.

Each Core member shall notify the Office in writing of the name of their official representative or representatives prior to the Council meeting.

A Core member may only cast one vote on each issue.

The vote shall be taken by a show of hands unless a ballot is ordered by the Council Chair or requested and seconded from the floor. Elections shall always be by ballot. In the case of an equality

of votes the Council Chair shall cast the deciding vote except in the case of elections to office where the final decision will be made by selecting a name by blind ballot.

The Council Chair or one quarter (1/4) of the Core members can demand the convening of an extraordinary meeting of the Council. The period of notice, quorum and voting procedures for an extraordinary meeting shall be the same as those for a normal Council meeting.

9. Charter Amendments

The Council members may propose an amendment to this Charter for consideration at a Council meeting.

A Council member must request the Office to circulate an amendment to the Charter no less than one month before the Council meeting, or before an extraordinary meeting.

Council members may only amend the Charter if the amendment is endorsed by a simple majority vote.

An endorsed amendment comes in to effect when it is agreed unless otherwise specified.

10. Force Majeure

In the event of force majeure rendering liaison with the majority of members of the Council impossible, the SPC shall take all measures necessary for the safety of the Council's funds and its archives and for the custodianship of the Council; but otherwise all activity of the Council shall cease until conditions permit activities to be resumed.

11. Language

The working language of the Council shall be English and French

12. Liquidation

The decision to liquidate or wind up the Council can be taken only at a meeting or an extraordinary meeting of the Council.

Assets which may become available or realised shall be transferred to the SPC.

13. Financial Administration

The Council shall finance its activities from fees payable by its members; meetings, publications and other revenue-generating activities; grants and subsidies; special levies; and gifts and legacies.

Changes to levels of membership fees set, must be approved by the Council members during the calendar year that occurs two years ahead of the one in which the changes are to take effect.

In the case of a member expelled for non-payment of fees, membership can be restored on payment of the arrears by the decision of the Council.

The income and property of the Council will only be applied towards the promotion and objects of the Council.

Expenses of individual Council members shall be either defrayed by their respective organisations, institutes or agencies or be the responsibility of the Office if funding permits.

The financial activities of the Council shall be managed by the Office, and prepare account reports to the Council as required or as at 31 December.

14. Working Groups

The Council may establish a Working Group, by simple majority vote, to address a specific technical, administration or professional issue or to conduct a specific activity for a set period or indefinitely.

The Council shall develop outcome focussed terms of reference for a Working Group.

The Working Group shall comprise of delegates nominated by the Council members.

Each Working Group shall be presided over by a Chair who will be appointed or elected by the Council members. The Chair of the Working Group shall take office once appointed or elected by the Council members.

The Chair of Working Group must prepare a work plan setting out the various activities of the working group, and submit an activity report at each Council meeting.

The Council may disband a Working Group if the task or activity:

- has been completed;
- is no longer required; or
- is unable to be completed.

15. Responsibilities of a Council Chair and Council Vice Chair

- The Council Chair will lead the Council to achieve the overall objectives of the Council
- The Council Chair, with assistance from Council members, will prepare a work plan that helps forward the Councils Strategic Plan
- The Council Chair will direct the affairs of Working Groups
- The Council Chair will submit work plan reports to members at Council meetings
- The Council Chair where possible will actively promote the Council to relevant organisations, institutes or agencies.

- If required, the Council Chair can appoint a Vice Chair of Administration (Secretary) to assist with the workings of the Council.
- The Council Chair will generally host and finance a Council meeting during his or her term.
- The Council Chair will organise the Council meeting arrangements in conjunction with the Office.
- The Council Chair, with assistance from the Office, shall dispatch within one month of the close of the Council meeting a Summary Report containing the discussions, decisions and recommendations of the Council meeting, for verification or comment to each Council member and / or invitees.
- A Council Vice Chair shall be elected at the same time, in case the Council Chair requires a deputy to attend to the above mentioned responsibilities and affairs of the Council.

ANNEX

Suva Statement on Spatially Responsible Governance

(https://www.fig.net/pub/fiji/ppt/reports/Suva_Statement.pdf)

We, the participants of the **Fédération Internationale des Géomètres (FIG) Pacific Small Island Developing States Symposium** with the theme “Policies and Practices for Responsible Governance” held at the Novotel Lami Bay Conference Centre, Suva, Fiji on 18th – 20th September 2013, having met in the context to share knowledge, promote understanding and to enhance cooperation for the responsible governance of tenure of land, fisheries and forest, of geospatial infrastructure and information, hereby issue this

Suva Statement on Spatially Responsible Governance

Recognizing Small Island Developing States in the Pacific are unique in their situation and with particular vulnerabilities, remain a special case for sustainable development.

Recognize that Voluntary Guidelines on the Responsible Governance of Tenure of Land, Fisheries and Forests outline the principles and practices that governments can refer to when making laws and administering land, fisheries and forest rights, particularly in the administration of tenure and specifically in areas such as the recording of tenure rights, valuation, taxation, spatial planning as well as issues and responses that is required in the recognition and protection of access and rights.

Recognize that the United Nations initiative on Global Geospatial Information Management provides an inter---governmental consultative mechanism on place, locality and geography and plays a leading role in setting the agenda for the development of global geospatial information, infrastructure and its management.

Recognize that key partners of the Global Land Tool Network supported by the Secretariat in UN--- Habitat are actively developing pro---poor gender sensitive and scalable land tools in support of the Continuum of Land Rights and alternative forms of secure tenure that include the administering of customary rights.

Recognize that all activities have a geographical and temporal context, and where communities and governments make decisions and organize their affairs through the effective and efficient use of geospatial data, information and services.

Agree that information on geography, custodianship and ownership is foundational for informed decision-making, resilience and sustainability. It is therefore essential that such foundational data and information has authority, currency and is comprehensive, freely available, accessible and usable.

Agree that weak governance hinders sustainable use of the environment, hinders economic growth, can condemn people to hunger and poverty and the loss of lives through violent conflicts.

Agree that responsible governance of tenure systems, of geospatial infrastructure and information management, of human resources and capacities can help reduce undernourishment and hunger, poverty and create opportunities to support social and economic development.

Agree that rights to land as lying on a continuum where tenure can take a variety of forms and may overlap with one another, and the more appropriate form depends on the particular situation and where customary rights, for example, may be preferred in certain situations;

Resolve to fully support the implementation of the Voluntary Guidelines on the Responsible Governance of Tenure of Land, Fisheries and Forests; the initiative of the United Nations to implement global mechanisms to foster geospatial information management and the development of pro-poor gender sensitive scalable land tools in support of the Continuum of Land Rights and alternative forms of secure tenure including customary tenures.

Confirm the role of national professional organizations, individual professionals and the importance for continuing professional development for responsible inputs and contributions towards the preparedness of the surveying profession to respond and address the challenges in the region including coastal zones management, marine and climate related issues.

Confirm the importance of and the need for strengthening and modernizing the geodetic reference framework, and national spatial information infrastructure for the sharing and delivery of reliable geospatial information towards improved geospatial information management for social, environmental and economic development;

Confirm the importance of legislation, institutions, common standards and frameworks to improve coordination and ensure interoperability, improved governance of tenure of land, fisheries and forests as well as secure tenure rights for all;

Confirm the need for partnership, to share and collaborate to reduce duplication in these efforts; and

Confirm the need for capacity and professional development including the strengthening of teaching and training institutions.

Suva, Fiji 20th September 2013