

# PACIFIC GEOSPATIAL AND SURVEYING COUNCIL CHARTER

Revised 25<sup>th</sup> August 2020

## 1. Summary of the Council

<b>Name</b>	Pacific Geospatial and Surveying Council (PGSC)
<b>Vision</b>	Sustainable development in the Pacific enabled by world class geospatial information and surveying services
<b>Mission</b>	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.
<b>Members</b>	<p>Core members are national geospatial and surveying authorities of Pacific Island Countries and Territories (PICTs).</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>
<b>Secretariat</b>	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

Member	The department in a country or territory responsible for national survey and geospatial information
SPC	Pacific Community
PICTs	Pacific Island Countries and Territories
the Council	Pacific Geospatial and Surveying Council (PGSC)
the Office	Pacific Geospatial and Surveying Council Partnership Desk

### 4. Purpose of the Council

The purpose of the Council is to:

- foster and support the network of surveying and geospatial specialists of the PICTs
- promote and support capacity building of surveyors and geospatial specialists 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 SPC
- develop and support national and regional strategies, and the implementation of frameworks 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 surveyor or geospatial specialist 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
- support countries in developing national geospatial policies and other legal instruments and coordinate regional approaches

## 5. Members

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

<p><b>Core (voting member)</b></p>	<p>An SPC member country or territory represented by a national lands and 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>An 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><b>Observer</b></p>	<p>An Observer is an organisation, institute or agency comprised of individuals who practise the professions of surveying and geospatial information management, or which promotes education or research in one more of the disciplines of surveying and geospatial information management, 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><b>Expert Contributor</b></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> <p>Expert Contributor members’ representatives shall be encouraged to participate in the Council’s technical meetings.</p>

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 a minimum of two years and will start effective immediately upon election.

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 Council for the remaining period.

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

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 surveying and 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**

### **8.1 Governance by Members**

The Council shall be governed by its core members. The council core members will be the ultimate decision makers for Council's business. Core members of the Council are the PICT Members of the Pacific Community (SPC).

## 8.2 Secretariat of the Council

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

## 8.3 Meetings and powers of the Council

The Council shall meet in plenary within the region at least once every two years, funding permitted. Meetings may be scheduled to coincide with other relevant regional meetings. 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 at least two months prior to a meeting. A full agenda must be sent to participants of the Council meeting one month prior to the meeting. Proposals for the agenda must be sent to the Council Chair, Council Vice Chair and the Office, at least one month 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 membership fees
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

## 8.4 Council meeting voting procedures

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.

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.

## 8.5 Elections

Elections of the Chair and Vice Chair are made at validated meetings of the Council and follows meeting voting procedures. All Members are entitled to one vote each for the Chair, and also the Vice Chair. In the case where election votes result in an equality of votes, the final decision shall be made by the selection of a name by blind ballot.

Elections of the Chair and Vice Chair shall be held every two years, or where the Council agrees to hold an extraordinary meeting where elections can be made. The terms thus of the Chair and Vice

Chair is for two years. Consecutive terms for both positions is allowed. Thereafter a lapse of two years the same Chair is eligible to stand for another term.

The Chair and the Vice Chair shall delegate their voting right to a fellow nominated delegate during the election of Council Chair and Vice Chair.

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, 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 languages 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 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 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.

The council may suspend membership for non-payment of fees. In the case of a member suspended 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 a 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.

The Council shall invite other expert working groups in the region and internationally, expert contributors, observers and their representatives to participate actively in the PGSC working groups.

## **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 Council's 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 may host 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 two months 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

- **Nuku'alofa Statement on Strengthening National Geospatial Information Management - April 2018**

[http://ggim.un.org/meetings/2018-  
International\\_Workshop\\_Tonga/documents/Nukualofa\\_Summary\\_Statement-Final.pdf](http://ggim.un.org/meetings/2018-International_Workshop_Tonga/documents/Nukualofa_Summary_Statement-Final.pdf)

- **Suva Statement on Spatially Responsible Governance - September 2013.**

[https://www.fig.net/pub/fiji/ppt/reports/Suva\\_Statement.pdf](https://www.fig.net/pub/fiji/ppt/reports/Suva_Statement.pdf)