

TERMS OF REFERENCE
UN-GGIM Working Group on Trends in National Institutional Arrangements
for Geospatial Information Management

1. Mandate

- 1.1. *The establishment of a working group was requested by the United Nations Committee of Experts on Geospatial Information at its third Session in July 2013 as per decision 3/104, “trends in national institutional arrangements in geospatial information management.”*

2. Objective

- 2.1. The overall objective of the UN-GGIM Working Group on National Institutional Arrangements (UN-GGIM Working Group on NIA) is to identify best practices, sets of institutional models and legal frameworks for national geospatial information management and interoperability between different systems and institutions responsible for its management, while ensuring uniformity and standardization. The institutional models should provide Governments with options on how best to create national geospatial entities.

3. Expected Results

- 3.1. The following are the expected outcomes of the deliberations and work of the UN-GGIM Working Group on NIA:
- i. An active and productive Working Group with representative input and participation from the regional geospatial information management communities.
 - ii. A two year work plan inclusive of tasks and time lines to achieve the objectives of the Working Group.
 - iii. Technical paper(s) based on research and country evaluation on geospatial institutional arrangements, the first to be presented to the UN-GGIM Committee of Experts at its fourth Session in 2014 for information, discussion and direction for further refinement where necessary.
 - iv. An approved compendium of characteristics/criteria which determine effective geospatial institutional arrangements, taking into account the close linkages with legal, policy and statistical institutional arrangements.
 - v. Publication detailing best practices in geospatial institutional arrangements.
 - vi. Approved index or indices for evaluating and monitoring the status and or evolution of geospatial institutional arrangements.

4. Specific Activities

- 4.1. To achieve the results as stated in section 3, the Working Group on NIA will undertake the following activities:
- i. Define a National Geospatial Entity.
 - ii. Identify and recruit members to join the Working Group to ensure representative contribution and experience from the regional geospatial information community.
 - iii. Prepare the two year Work Plan.
 - iv. An initial task is to define the elementary requirements in Geospatial Reference Information (GRI) in order to know the required new production systems for MS which would provide Global Geospatial Information from the bottom.
 - v. Map the current scenario of existing institutional arrangements, including networks and frameworks.
 - vi. Provide a preliminary analysis of gaps in existing institutional arrangements.

- vii. Conduct research to decide on the characteristics/criteria that determine effective geospatial institutional arrangements and develop geospatial information institutional arrangement indices:
 - (a) Review the geospatial information management structures in selected UN Member States¹.
 - (b) Conduct literature review on institutional arrangement theories, geospatial information governance, the roles of the geospatial private sector and markets in influencing institutional arrangements.
- viii. Conduct further consultations (workshops, meetings etc.) with selected Member States to examine and document their institutional arrangements.
- ix. Identify and compile best practices in a geospatial institutional arrangements document, paying particular attention to successful models of funding.
- x. Circulate for review and comments/feedback to Member States and international geospatial information organisations, documents prepared relating to:
 - (c) Best practices,
 - (d) Geospatial information institutional arrangement indices and
 - (e) Characteristics of effective geospatial institutional arrangements.
- xi. Prepare technical papers in support of trends in geospatial institutional arrangements for submission and presentation at the Fourth and Fifth Sessions of the UN-GGIM Committee of Experts.
- xii. Research and review the legal aspects of institutional arrangements used by the Member States in order to facilitate the establishment of other institutional arrangements.

5. Membership, Composition and Term of Office

- 5.1. The Working Group on NIA will comprise representatives from national governments and international organizations from the geospatial community.
- 5.2. The Working Group on NIA will elect a Chair and any other position as deemed necessary to support the work of the group. Each elected officer will serve for 2 years in the first instance. Should the work continue beyond 2 years, the Working Group may elect a new Chair for the new period of work.
- 5.3. Should the need arise; the Working Group on NIA may establish sub-groups to work on particular aspects of its work programme.
- 5.4. The Working Group on NIA will liaise as required with other international groups that may have an interest in the preparation of the deliverables as stated in the group's work plan, including: the United Nations Committee of Experts on Global Geospatial Information Management (UN-GGIM), the Global Spatial Data Infrastructure Association and the Joint Board of Geospatial Information Society.
Experts from the geospatial private sector and Volunteered Geographic Information(VGI) groups may be invited to support NIA on an as needed basis.
- 5.5. The NIA WG could request to the GGIM Secretariat financial support for an annual meeting of the group or to support another group activities.

6. Reporting Procedure

- 6.1. The Working Group on NIA will report to the UN Committee of Experts on GGIM.

7. Frequency of Meetings

¹ Use as reference the 2011 and 2013 questionnaires prepared by the then CP-IDEA now UN-GGIM-Americas)

- 7.1. The Working Group on NIA will operate virtually and meet when the opportunity arises in concurrence with related global geospatial meetings.

8. Secretariat

- 8.1. The United Nations Statistics Division of the Department of Economic and Social Affairs will serve as the permanent Secretariat of the Working Group on NIA. It will provide the day-to-day management and coordination, and undertake internal and external communication on behalf of the Working Group on NIA. In cooperation with the Chair, the Secretariat will coordinate, monitor and report on the activities of any sub-groups, assist with the organisation and preparation of the agenda for the Working Group on NIA meetings, issue notices and any other support activities deemed necessary.