

# ISCGM Rules

## Chapter1: General Rule

### (Name)

Article 1. This Committee shall be called the "International Steering Committee for Global Mapping" (Hereinafter referred to as "Committee").

## Chapter2: Purpose and Duties

### (Purpose)

Article 2. The primary purpose of this Committee is to examine measures that concerned national, regional and international organizations can take to foster the development of Global Mapping in order to facilitate the implementation of global agreements and conventions for environmental protection as well as the mitigation of natural disasters and to encourage economic growth within the context of sustainable development.

### (Definition)

Article 3. Global Map is a group of global geographic data sets of known and verified quality, with consistent specifications which will be open to the public. Global Map is considered a common asset of mankind, and will be distributed worldwide at marginal cost.

### (Duties)

Article 4. This Committee shall advocate the importance of Global Mapping, exchange views, facilitate coordination and give recommendations on a periodic basis to attain the objective provided in Article 2. The Committee will also conduct various studies and research, when necessary, and make public the results of its activities.

## Chapter3: Committee Member

### (Composition)

Article 5. This Committee shall be composed of Members approved by endorsement of the Committee.

### (Requisites for Members)

Article 6. 1. The Members of this Committee shall, in principle, be the heads or those with adequate qualification of national mapping organizations and related international organizations that approve of the purpose specified in Article 2.  
2. This Committee shall designate Members deemed especially indispensable to attaining the objective stipulated in Article 2, in addition to those defined in the preceding Paragraph.

### (Duties of Members)

Article 7. Members shall make every effort to attend Committee meetings and take actions necessary and appropriate to develop and promote Global Mapping in line with the purpose of the Committee and may with the approval of the Chairperson or the Secretariat represent the Committee at specific functions.

(Chairperson)

- Article 8. 1. The Chairperson, who is a Member, shall be elected by the Members, subject to be approved by a majority of Members present at a Committee meeting. The Chairperson shall serve his or her term until the immediate Committee meeting three years after elected, and may be reelected.
2. The Chairperson shall supervise management of the Committee and represent the Committee.
3. The Chairperson may designate Vice Chairpersons and set up working groups, if necessary. In case the Chairpersons of working groups are not Members, they may attend Committee meetings and state their opinions.
4. In the event the Chairperson position becomes vacant the Committee may appoint a Chair Selection Committee to make recommendations on a replacement. The Chair Selection Committee shall be chaired by one of the Vice Chairpersons and shall comprise a small number of Members and other relevant parties.
5. In such case, election can be done by correspondence between Meetings.

(Liaison Organization and Advisor)

- Article 9. 1. The Committee may designate organizations and persons deemed necessary for the achievement of the objective of Article 2 as Liaison organizations and Advisors respectively.
2. Representatives of Liaison organizations and Advisors may attend Committee meetings and state their opinions.

(Term and Replacement of Members)

- Article 10. 1. Terms of Members, representatives of Liaison organizations and Advisors shall not be subjected to any particular rule. The replacement of Members shall be made with the approval of the Committee
2. When a Member resigns from a post stipulated in Paragraph 1, Article 6, the Member may, regardless of the stipulation in the preceding Paragraph, nominate for the Committee's approval his or her successor within the scope of the provisions in Paragraph 1, Article 6.
3. When the nomination of a Member is made according to the preceding Paragraph, the relevant Member shall immediately report the nomination to the Secretariat.
4. The replacement of representatives of Liaison organizations shall be subject to the decisions by the organizations.

## Chapter 4. Committee Meeting

(Convocation of a Committee Meeting)

- Article 11. A Committee meeting shall be convened by the Chairperson and held once a year as a rule.

(Observers)

- Article 12. 1. The Committee may, if necessary, admit Observers to a Committee meeting.
2. The Committee may, if deemed necessary at a Committee meeting, solicit the opinions of Observers.

(Convocation of an extra Committee Meeting)

- Article 13. The Chairperson in consultation with the Secretary General and/or a majority of the membership may convene an extra Committee meeting, if necessary.

#### (Committee Meeting)

- Article 14. 1. A Committee meeting shall be formed when the Members who attend the Committee meeting or submit a letter of authorization are in the majority, including more than five Members who attend the Committee meeting.
2. A letter of authorization shall be submitted to the Secretariat prior to the meeting.
3. The Member who submits a letter of authorization shall follow the decision of the Committee meeting.
4. The Chairperson shall chair the Committee meeting.

#### (Convocation Procedures)

- Article 15. The Secretariat, under instruction from the Chairperson, shall provide Members, Chairpersons of working groups, representatives of Liaison organizations, Advisors and Observers from the previous meeting with a written notice regarding the date, venue and the agenda at least two months prior to the meeting.

#### (Substitute of a Member)

- Article 16. 1. A Member may, at his or her responsibility, dispatch a Substitute to a Committee meeting.
2. The Substitute shall possess equivalent expertise as the Member.

#### (Decision of agenda)

- Article 17. 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 Chairperson shall form a decision.

#### (Language)

- Article 18. English shall be the official language of Committee meetings, and simultaneous interpretation between English and the official language of the host country shall be provided, if necessary.

#### (Record)

- Article 19. The activities of Committee meetings shall be spelled out as a report by the Secretariat under instructions from the Chairperson.

#### (Expenses)

- Article 20. 1. The Members shall, as a rule, bear the traveling costs for their participation in Committee meetings.
2. Expenses for the operation of the Committee and Committee meetings shall be covered by the host country until the meeting is held in another host country.

## Chapter 5: Secretariat

#### (Secretariat)

- Article 21. The Secretariat shall be established at the Geospatial Information Authority of Japan. The Secretariat can nevertheless be changed by the decision of the Committee.

#### (Secretary General)

- Article 22. 1. The Secretary General shall be assigned at the Secretariat.
2. The Secretary General shall be appointed by the Chairperson.
3. The Secretary General shall supervise the Secretariat.
4. The Secretary General may appoint an Assistant Secretary General out of the

Secretariat.

(Duties)

- Article 23. 1. The Secretariat shall, under instructions from the Chairperson, conduct general affairs of the Committee and manage the Committee smoothly.  
2. The Secretariat shall publish and distribute appropriate documents to the Members, individuals and organizations concerned.

## Chapter 6. Amendment

(Amendment)

Article 24. The Rules may be amended with the approval of the Committee.

## Supplementary Provision

(Initial Chairperson and Committee Members)

Article 1. Initial Chairperson and Committee Members, shall be those who are designated based on the Resolution of the Preparatory Meeting for the Establishment of International Steering Committee for Global Mapping held in Tsukuba, Japan on February 13, 1996.

(Effective date)

Article 2. The Rules shall take effect on February 14, 1996.

\* An amendment of this rule was made on November 20, 1998.

\* An amendment of this rule was made on July 11, 2003.

\* An amendment of this rule was made on November 11, 2006.

\* An amendment of this rule was made on October 17, 2010.

\* The latest amendment of this rule was made on August 5, 2014.