

## STATUTES

### Regional Committee of United Nations on Global Geospatial Information Management for the Americas (UN-GGIM: Americas)

#### Section

#### Chapter 1 General Issues

##### **Article 1. Background and name of the Committee**

The first Regional Committee on Geospatial Information Management for the Americas, "Permanent Committee for the Geospatial Data Infrastructure for the Americas (PC-IDEA)" was established in accordance with Resolution No. 3 of the Sixth United Nations Regional Cartographic Conference for the Americas (UNRCC-A), held in New York, from 2 to 6 June 1997.

In accordance with the resolution seven of the 10th United Nations Regional Cartographic Conference for the Americas, held in New York, from 19 to 23 August 2013 the name of the Regional Committee was changed from "Permanent Committee for the Geospatial Data Infrastructure for the Americas" to the "Regional Committee of United Nations on Global Geospatial Information Management for the Americas"

This Committee is called the Regional Committee of United Nations on Global Geospatial Information Management for the Americas (UN-GGIM: Americas) hereinafter referred to as "Regional Committee".

#### Chapter 2 Objective and Purpose

##### **Article 2. Mandate and Authority**

The Regional Committee has been established in accordance with the United Nations Economic and Social Council Resolution [E/RES/2016/27](#), "Strengthening Institutional Arrangements on Geospatial Information Management adopted on 27 July 2016.

The Regional Committee shall function under the jurisdiction of the United Nations Committee of Experts on Global Geospatial Information Management (UN-GGIM) and it shall submit its recommendations during the Session of this Committee of Experts.

### **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 technologies, improving of the geospatial policies and institutional arrangements, and the strengthening of capacities.

The Geospatial Data Infrastructure (SDI) for the Americas 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 States of the Regional Committee.

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, to obtain the optimum degree of order in a particular theme.

### **Article 4. General Objective**

The Committee determines the relevant regional issues for the management of geospatial information, and takes the necessary measures to maximize the economic, social and environmental benefits derived from its use. The foregoing is based on the exchange of knowledge, experiences and technologies by the Member States, which supports the establishment of the Geospatial Data Infrastructures in the Americas and other national initiatives, in addition to the contributions to the debates in UN-GGIM.

## **Article 5. Specific Objectives**

1. UN-GGIM: Americas will hold annual/regular high-level multi-stakeholder's discussions on Geospatial Data Infrastructure and Geospatial Information Management including through the convening of annual plenary sessions with a view of promoting dialogue with all Member States of the Americas and relevant groups and stakeholders to share the experience, best practices and state-of-the-art technologies.
2. Align its work on the geodetic reference frame for the Americas to, the United Nations General Assembly Resolution (in footnote A/RES/69/266) 69/266 entitled "A global geodetic reference frame for sustainable development", adopted on 26 February 2015.
3. Improve the capacities of Member States in the development and establishment of policies for the national management of geospatial information, considering the needs and priorities of each member State.
4. Develop strategies and guidelines to supports the development of an authoritative source of geospatial information in each Member States 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 States 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 States 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 in order to face the current challenges, with particular emphasis on the 2030 Agenda for Sustainable Development, the reduction of vulnerabilities and the improvement of the capacity of Member States 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 Regional Committee will work to establish links and cooperation mechanisms with other regional programs related to the management of geospatial information, with a particular focus on those which are part of the Joint Action Plan for the Americas.

The Regional Committee may establish working relations at the regional and global levels with other relevant geospatial communities and organizations such as those dealing with the management of Statistical Data, Earth Observation Data and Standards.

The Regional Committee is encouraged to work closely in collaboration with the specialized agencies of the United Nations and establish linkages as need with the regional committees of UN-GGIM (Europe, Asia-Pacific, Africa and Arab States), and UN-GGIM Private Sector and Academic Networks.

### **Chapter 3 Integration of the Regional Committee**

#### **Article 7. Membership and Representation**

1. The Regional Committee Representative Members shall be those countries in the Region of the Americas 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 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 Regional Committee, and may, subject to the approval of the President, represent the Regional Committee in specific functions entrusted to them.
2. Members of the Regional Committee shall inform the Executive Secretary on the progress and efforts made related to their national SDI (Geospatial Data Infrastructure), at least once a year.

#### **Article 9. Duration and replacement of Members**

The duration of the representatives of the Member States in the Regional Committee shall not be subject to any rules. The replacement of a member or alternate representative shall be made by the Member States and shall be informed by electronic mail to the Executive Secretariat.

## **Article 10. Board of Directors**

1. The Regional Committee shall elect from among its members a Board of Directors which shall consist of:
  - i. A President.
  - ii. A Vice-president.
  - iii. An Executive Secretary
  - iv. Four Vocal members
2. Each of these Vocal members shall preferably represent one of the four American sub regions, namely North America, Central America, the Caribbean islands and South America, with a view to seeking regional balance.
3. The aforementioned Vocal members shall appoint as substitute the alternate members of the country they represent, for the purpose of attending meetings, which must have decision-making capacity.
4. The term of the Board of Directors shall be for four years; and each board member shall be elected, post by post, with the favorable vote of at least half plus one of the Regional Committee members present at the meetings of the Regional Committee.
5. The President, Vice President, the Executive Secretary and the Vocal Members 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.
6. In case of temporary or permanent absence of the President of the Board of Directors, the Vice-president shall assume the duties of President until the end of the temporary absence and in the case of the permanent absence, until the next plenary Session of the Regional Committee, at which time a new President will be elected.
7. If a vacancy occurs in the office of the Vice President and/or the Executive Secretary during the period between the Sessions of the Regional Committee, the Board of Directors may nominate a member of the same, until a new representative is nominated, having a deadline for it until the next meeting of the Regional Committee. If not, the Board will solicit nominations to other members and the Regional Committee may elect a new Vice President or Executive Secretary as appropriate, as a replacement to serve until the next Session. If more than one country were candidate to fill the vacancy, an election by the Regional Committee would have to be conducted to determine the new member of the Board.
8. Should any other vacancy arise in the Board of Directors in the period between the sessions of the Regional Committee, the Board of Directors shall ask for the country the appointment of a member of the same State. In the event that there is no interest, the Board shall seek nominations from other Member States and the Regional Committee may elect the new member of the Board of Directors, as a replacement to serve until the next Regional Committee Session. If more than one country were nominated to fill the vacancy, an election by the Regional Committee would have to be carried out to determine the new member of the Board of Directors.

## **Article 11. Functions and Powers of the Board of Directors**

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

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1. Approve, coordinate and monitor the Regional Committee's work program, as agreed in the UN-GGIM: Americas Sessions.
2. Plan and manage the activities to which the Regional Committee is committed to the UN-GGIM in consultation with its Secretariat.
3. The Regional Committee may coordinate activities with ECLAC to enhance the integration and collaboration in the region.
4. Monitor the Regional Committee work programs and the activities of the Working Groups.
5. Make recommendations on the objectives, activities and work programs for the Regional Committee.
6. Propose to the Regional Committee, at the request of the Member States, the issues that may be of interest for the development of the national and regional SDI.
7. Submit to the Committee of Experts the report on the progress achieved since the last UN-GGIM Session, especially regarding the follow-up to the resolutions adopted.
8. Ensure that management and coordination with regional and international agencies of funding proposals contribute to the operation of the Regional Committee, as well as with the initiatives, programs and projects related to the SDI for the Americas and the development of the national SDI of the Member States.
9. Approve the annual summary elaborated by the Executive Secretary for the consideration of the Regional Committee.
10. Decide about the administrative affairs of the permanent Regional Committee, as well as determine:
  - 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 Regional Committee, and
  - The distribution of the papers to the Member States of the Regional Committee and other related organizations.
11. Represent the interests of the Americas region before the global community of geospatial information management.
12. Promote guidelines of UN-GGIM among members of the Regional 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 Regional Committee and the state of SDI for the Americas.
14. Review and approve all meetings organized or sponsored on behalf of the Regional Committee.

## **Article 12. Functions and Powers of the President**

Functions and powers of the President shall be the following:

1. Represent the Regional Committee and its Board of Directors.
2. Direct the overall activities of Regional Committee in accordance with the present statutes and the activities that may be entrusted by the Regional Committee during its meetings.
3. Convene the Regional Committee and Board of Directors meetings, instructing the Executive Secretary for this purpose.
4. Presiding over the meetings of the Regional Committee and the Board of Directors.
5. Abstain from voting at meetings of the Regional 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 Board of Directors 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 Regional Committee, in the course of the discussion, the closure of the speakers list or the closure of the debate. The President 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 Regional Committee, its Board of Directors, the Working Groups and the development of the activities related to the Regional Committee's objectives, it is Member States and the beneficiary countries of the actions promoted by the Regional Committee.
10. Prepare and submit reports of the office of President at meetings of the Regional Committee

## **Article 13. Functions and powers of the Vice-president**

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

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

**Article 14. Functions and Powers of the Executive Secretary.**

Functions and Powers of the Executive Secretary shall be the following:

1. Prepare the minutes of the meetings and submit them for consideration by the Board of Directors or the Regional 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 Board of Directors and of the Regional Committee.
4. Carry out the counting of the votes and report the results to the President.
5. Prepare and compile, with the approval of the President, documentation to be forwarded to the Committee of Experts.
6. Manage and maintain in operational condition, the official website of the Regional Committee.
7. Post the resolutions of the Regional Committee Sessions on the website and disseminate to the Member States.
8. Maintain updated directories of Regional Committee members.
9. Implement communication actions that may be assigned by the President of the Board of Directors.
10. Organize the documentation of the Board of Directors and the Regional Committee.
11. Request through the Vocal Members, the national reports of the Member States, at minimum eight weeks in advance of the meetings of the Regional Committee.
12. Manage the administrative affairs of the Regional Committee in accordance with the directives from the Board of Directors.
13. Receive and circulate when needed, the documentation and communications that are sent by international and regional organizations.
14. Attend all meetings of the Regional Committee and the Board of Directors. In case of absence, the Board of Directors may designate an alternate at the same level to take the place of the Executive Secretary in any meeting.
15. Prepare the Agendas and meeting materials for the meetings of the Board of Directors and the Regional Committee and distribute them.
16. Implement actions that may be assigned by the Board of Directors in connection with the Working Groups, mainly, keep track of activities and programs of the same.
17. Keep a record of the progress of Member States in implementing their national SDI.
18. Execute other duties as may be assigned by the Board of Directors, provided that they have direct relationship with the objectives of Regional Committee.

**Article 15. Functions and Responsibilities of the Vocal Members.**

The functions and responsibilities of the Vocal Members shall be the following:

1. Attend all meetings of the Board of Directors and the Regional Committee.
2. Advise, coordinate, and monitor the Regional Committee 's annual work plans, special projects and other activities related to the countries of the region represented by the Vocal.
3. Prepare or obtain reports on activities for which they have responsibility and submit them to the Board of Directors for consideration.
4. Contribute to and support the formation and operations of Working Groups in accordance with article 17.
5. Actively encourage and maintain relationship between the Regional Committee and relevant technical organizations such as (ISO, OGC, PAIGH, FIG) to strengthen and advance its work.



## **Article 16. Technical Secretariat of the Regional Committee**

The Economic Commission for Latin America and the Caribbean (ECLAC) will act as Technical Secretariat of the Regional Committee, fulfilling the following functions:

1. Support the Board of Directors of UN-GGIM: Americas in the formulation, execution and monitoring of projects to strengthen geospatial capacities in the region.
2. Promote, disseminate and support the implementation of global frameworks, resolutions and decisions in the countries of the region.
3. Assist in the execution of global diagnoses, in the compilation, systematization, and analysis of their results for the Americas region.
4. Coordinate the participation of UN-GGIM Americas in the Global UN-GGIM meetings and work programs, including assisting the preparation of regional statements of UN-GGIM: Americas for the meetings of the UN-GGIM Committee of Experts.
5. Provide technical support to the Executive Secretariat of UN-GGIM: Americas in the preparation of regional or subregional geospatial related events.
6. Provide technological support for the dissemination of geospatial information and regional statistics.
7. Coordinate joint activities between UN-GGIM: Americas and the Statistical Conference of the Americas of the Economic Commission for Latin America and the Caribbean.
8. Technically assist the activities of the working groups at the regional level.
9. Support the translation of global documents for their dissemination in the Member States.
10. Support the Executive Secretariat of UN-GGIM: Americas in monitoring the progress of national SDIs in its Member States.
11. Interact with national geospatial agencies for the publication of national, sub-national and regional geospatial information services on regional platforms.
12. Provide technical support at the annual meetings of UN-GGIM: Americas to have simultaneous interpretation.
13. Conduct Promotional and awareness raising activities
14. Support capacity building initiatives

#### **Article 17. Meetings and Operation of the Board of Directors**

1. The Board of Directors 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 is present.
2. The Board of Directors will determine the modality (face-to-face or virtual) of the annual meeting.
3. The President, Vice-president, Executive Secretary, and at least one of the sub-regional Vocal Members shall attend these meetings.
4. 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.
5. The Board of Directors may hold extraordinary meetings when required, at the request of at least two of its members; and the presence of at least half the members plus one shall constitute a quorum.
6. The request for an extraordinary meeting shall be directed in writing to the Board of Directors by the proponent members, specifying the reasons for its request, as well as the proposed place and dates.
7. The meetings shall be called by the President through the Executive Secretary, who 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 18. Working Groups**

1. The working groups shall be established or dissolve when the Board of Directors considers it necessary, preferably considering the resolutions of the last UN-GGIM: Americas Session in order to develop and achieve the objectives of the Regional Committee.
2. The Working Groups shall execute the projects or tasks entrusted by the Regional Committee or the Board of Directors 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 Board of Directors, and a number of specialists in the subject matters of the Working Group, who shall be appointed by the Board of Directors from the proposals made by the Coordinator of the Working Group.
4. The Working Groups shall report at least once a year to the Regional 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 Board. The work plan shall include feasible objectives and achievable goals within a reasonable timeframe.
7. When working groups are established, all the meetings of the Regional Committee shall include an item on the agenda for reporting progress and achievements of the groups.

## **Article 19. 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 Board of Directors.
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 Board of Directors through the Executive Secretary.
4. To coordinate the preparation of reports from the Working Groups that are to be submitted at the Regional Committee meetings.
5. To publish through the official website of the Regional 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 Regional Committee**

### **Article 20. Holding of Meetings**

1. 1. The Regional Committee shall meet in person at least once a year
2. For the meetings of the Regional Committee held annually:
  - 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 Regional Committee and invited technical advisors and observers.
  - iii. The agenda for the Regional Committee meetings shall be developed by the Board of Directors, along with the member host country and approved by the Regional 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 Regional Committee Meetings:
    - a. Report prepared by the Board of Directors, 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. Technical Reports of the Working Groups progress, and
    - c. Report of the Executive Secretary on funds if applicable.
    - d. Report from ECLAC on Geospatial Information matters
    - e. Activities report prepared by the vocal members
3. The meetings of the Regional Committee may be carried out concurrently with other similarly themed meetings when appropriate and be possible to arrange them with the organizer of such other meetings.
4. The meetings of the Regional Committee shall be private, but guests may attend in accordance with Article 21 of the present statutes.
5. In case the Board of Directors so decides, the meetings of the Regional Committee may be conducted in a virtual way using information technologies such as teleconferences, videoconferences, or other similar means.
6. Any procedural question that arises in the meetings of the Committee, which is not covered by the present statutes shall be resolved by the Board of Directors during the session; and subsequently consulted with the Member States, in order to establish a mutually agreed procedure for future meetings.

### **Article 21. Call for meetings**

1. Meetings of the Regional Committee shall be convened directly by the President or, by the Executive Secretary on the instructions of the President, who shall send out notice of the proposed meeting at least two months in advance. The notice shall include the purpose, place, and date of the meeting.

**Article 22.- Advisors and observers at meetings**

1. The Regional Committee by prior agreement may invite other people as advisers, experts, technicians, specialists or observers to meetings of the Regional Committee if deemed relevant to the performance of its functions and objectives. This invitation shall be made through the Board of Directors.
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 Executive Secretary, on the instructions of the President, shall provide to the advisers and observers a written notification of the purpose, place, date and proposed agenda prior to the meeting of the Regional Committee.

**Article 23. Legal Quorum of the Meetings**

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

**Article 24. Replacing a Member in the Meetings**

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

**Article 25. 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 Regional Committee.
2. In the event of a tied vote, the President shall have the deciding vote.
3. Advisors or observers invited by the Board of Directors shall not be entitled to vote.

**Article 26. Speakers List**

1. The President through the Executive Secretary shall have control of the speakers list, propose to the Regional 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 Regional Committee without having previously obtained the permission of the President, who shall allow speaking in the order required.

**Article 27. Working language**

1. The working languages of the Regional Committee meetings and the Board of Directors shall be Spanish and English. Whenever possible, the host country shall provide the services of simultaneous translation for Spanish and English.
2. In the event that any guest, as specified in article 21, speaks in a language other than Spanish or English, the delegation from his/her country shall provide the translation into at least one of the official languages, both in oral and written presentations.

### **Article 28. Voting**

1. There shall be two types of voting, which will have equal validity: on-site voting and off-site voting:
  - On-site voting is voting carried out through the physical presence of the members at the meetings and,
  - Off-site voting is voting carried out remotely by official vote in writing, videoconference, e-mail or using the official website of the Regional Committee on Internet and may be applied to any item to be solved by the Regional Committee.
2. The Regional Committee shall make every effort to ensure that decisions taken at its meetings are taken by general consensus.
3. Each participating member State in the Regional 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 Regional Committee voting will be by show of hands or nominal vote, at the request of the members. The Executive Secretary shall take the count of voting and report the results to the President 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 President may cast the deciding vote. If the President 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 Regional Committee, and the Executive Secretary 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 Regional Committee, by a two-thirds majority of the representatives present and voting, so decides.
9. The Executive Secretary 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 29. Elections of the Regional Committee**

1. During the meetings of the Regional Committee in which authorities are to be elected, the President shall ask the members to nominate candidates for the different posts, which shall be registered by the Executive Secretary once another member has seconded them.
2. The President shall then lead the election session with the assistance of the Executive Secretary 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 30. Record of Meetings**

The activities of the meetings of the Regional Committee shall be recorded and reported by the Executive Secretary in accordance with the functions and powers of the Executive Secretary identified in article 14 of the present statutes and shall be public.

## **Chapter 5 Finances and Expenditures**

### **Article 31. 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 Regional Committee of the Board of Directors and Working Groups.
2. The guests who attend the meetings of the Regional Committee as advisers, experts, technicians, specialists or observers shall assume the costs associated with transportation, and other associated expenses.

### **Article 32. Financial Management**

1. The Regional Committee is a non-profit organization, requiring funding for its operations. Accordingly, the Board of Directors and or the members of the Regional 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 for the Committee's operations.
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 Regional Committee, via the Board of Directors may issue a document to support the project, provided that it complies with the objectives of the Regional Committee.
3. In the event that Regional Committee draws up a proposal for a multinational project, the terms and conditions shall be approved by the Board of Directors.
  - i. The monitoring of these projects shall be the responsibility of the Board of Directors. Final Budgetary allocations as well as reallocations will be under the responsibility of the Board of Directors, and
  - ii. The Board of Directors 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 Regional Committee and the Board of Directors meetings shall be borne by the host country.
5. The administration expenses of the Regional Committee and the Board of Directors in their own headquarters shall be financed by the members.
6. The Board of Directors, through the Executive Secretary shall be responsible for the management of the funds obtained by the Regional Committee. This function relates exclusively to managing expenditures with the financing agencies or institutions. However, the Board of Directors does not necessarily have to directly manage these funds, make payments, or make monetary documents.

## **Chapter 6 Supplementary**

### **Article 33. 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 by the Regional Committee with the approval of two-thirds of the votes of its members.
3. Any proposal for reform of the statutes shall be sent two weeks before a session the Board of Directors to be consider in the agenda.
4. The amendment/reform proposal shall be signed by the party or parties that propose the amendment/reform and shall be accompanied by an explanatory memorandum and justification.
5. The Executive Secretary shall circulate the proposal among the members of the Board of Directors and the Regional Committee for their information before the meeting.

**Article 34. Dissolution of the Regional Committee**

The Regional 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 Secretariat. In the case of dissolution of the Regional 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 Board of Directors.

**Article 35. Domicile of the Regional Committee**

The Headquarters of the Regional Committee and the Board of Directors shall be based in the nation represented by the President unless the Regional Committee decides otherwise.