



**Regional Committee of United Nations Global
Geospatial
Information Management for Asia and the Pacific
(UN-GGIM-AP)**



Established by a United Nations Resolution

March 2019

**Guidelines for Organizing
UN-GGIM-AP Co-Sponsoring and Supporting Events**
(Workshops, Seminars, Symposia etc.)

1. General Guidelines:

- Proposed event must have objectives consistent to those of UN-GGIM-AP and share its focus on some of the themes of the UN-GGIM-AP working groups.
- **Application:** Organizer(s) must fill out the application form and submit it to the UN-GGIM-AP Secretariat, three months before the first day of the proposed event.
- **Approval:** The Executive Board of UN-GGIM-AP (here-in-after referred to as “EB”) shall review the application. The EB will make the final decision on approval/disapproval in accordance with the evaluation criteria below.
- **Logo Usage:** The Committee logo can be used once application is approved; however, it cannot be modified or distorted in any way and must appear appropriately on the materials of the proposed event including the website.
- **Attendance:** Attendance of at least one of the EB member countries is expected.
- **Reporting:** The report of the proposed event must be submitted to the UN-GGIM-AP Secretariat no later than two months after the last day of the proposed event.
- **Funding:** UN-GGIM-AP is by no means obliged to any financial contribution to the proposed event.
- **Liability:** UN-GGIM-AP assumes no responsibility or liability for any damages of the proposed event.

2. Evaluation Criteria for Approval:

- Whether the proposed event is likely to have significant contribution to the work of UN-GGIM-AP.
- Whether the proposed event is likely to have adequate resources to be organized.
- Whether the proposed event is considered important in light of the relevance of its concept and objectives, despite having not much immediate contribution to the work of UN-GGIM-AP.

3. Cancellation of Approval:

The EB of UN-GGIM-AP retains its right to decline or withdraw approval at any time for one or more of the following reasons:

- Proposed event is organized for commercial purposes or benefits only particular groups.
- Proposed event and its operations fail to maintain fairness.

- Proposed event explicitly deals with politically sensitive subjects.
- Proposed event or its implementation is considered inappropriate in light of the objective and context of UN-GGIM-AP.

4. Application Process:

Step 1: Submit Application Form

- To the UN-GGIM-AP Secretariat, three months before the first day of the proposed event.

Step 2: Evaluation and Review

By EB Members

- The UN-GGIM-AP Secretariat circulates the submitted application to the EB members.
- The EB members submit comments on approval or disapproval of the application to the Secretariat within two weeks of circulation of the application form.
- The UN-GGIM-AP Secretariat summarizes comments from the EB members and reports the result to President of the UN-GGIM-AP. (Approval/Disapproval will be decided in a consensus, not by the majority vote of the EB members etc.)

Step 3: Approval

By the President

- Based on the comments from the EB members, the Secretariat will submit summarized comments on approval or disapproval of the application to the President of the UN-GGIM-AP.
- The President approves/disapproves the application in light of consensus.
- Once the final decision is made by the President, the Secretariat will inform the organizer with signed application(s) by the President.

Step 4: Reporting

By Secretariat

- Organizer(s) submits the report of the event to the Secretariat, no later than two months after the last day of the proposed event.
- The Secretariat circulates the report to EB members.