

**United Nations/United States of America International Workshop on
The Use and Applications of Global Navigation Satellite Systems**

8-12 December 2003, Vienna, Austria

GUIDELINES FOR WORKING GROUPS

Introduction

The Meeting of Experts on GNSS, held in November 2002 in Vienna, made a number of recommendations on how to promote the further use of GNSS in practical development programmes and activities. These recommendations were of a diverse nature in various respects. Some recommendations were at the policy level and could be applied regionally or worldwide. Other recommendations were application-specific and were related to building up needed infrastructure (e.g. the International Terrestrial Reference Frame, human resources, and availability of equipment, software). Still other recommendations addressed specific project proposals that ranged from regional, large budget proposals to small country-oriented pilot projects.

The results of the Meeting of Experts served as input material for the UNISPACE III Action Team on GNSS, under the leadership of the United States and Italy. Some of the recommendations have been included in the report and recommendations of the Action Team. One of those recommendations is the establishment of a Global Navigation Satellite Systems Coordination Board (GCB), whose terms of reference will be considered at this Workshop.

Work to be carried out during the Workshop.

Basic Information: The OOSA has prepared and distributed a questionnaire to all experts from developing countries and countries with economies in transition in the Regional Workshops and Meeting of Experts participants in the Meeting of Experts on GNSS with the aim of:

1. Identifying any initiatives or follow-up actions undertaken in any part of the world as a result of the UN/USA regional workshops and the International Meeting of Experts on the Use and Applications of GNSS held in 2001-2002
2. Identifying the recommendations of the UN/USA International Expert Meeting for which action has not been taken and suggest the way forward.
3. Identifying the recommendations that require any assistance by the Office for Outer Space Affairs in 2004-2005 and prioritize those recommendations.

The survey included questions on difficulties that were encountered by experts in implementing the initiatives that resulted from their participation in the series of UN/USA Regional Workshops and Meeting of Experts on GNSS, or in their unrelated, on-going GNSS programmes/projects.

The Office invited Experts and their Collaborators (selected among the participants in the Meeting of Experts), to assist in compiling the results of the survey by thematic areas and to analyze the contents of the replies and make recommendations on actions to be taken. The results of their compilation and analysis will be presented in Plenary sessions of this Workshop. The reports on the survey results, as edited by OOSA, have been made available to all participants of the Workshop through its web site

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(<http://www.oosa.unvienna.org/SAP/gnss/joint2003survey.html>) and will also be distributed in the Workshop.

The way forward:

The Office will invite all participants to review the reports on the survey results as preparation for the Working Group sessions. The Office will also provide a general overview of the work to be carried out and the expected accomplishments.

As a first step, the Chairpersons may invite participants to separate the information gathered through the survey (initiatives, difficulties, recommendations) into categories:

- a) General policy (e.g. to increase awareness at high-level)
- b) Standardization issues
- c) Infrastructure
- d) Projects on specific applications
- e) Qualified human resources
- f) Funding (including seed money to receive more funds)
- g) Other matters

Consideration could be given to assigning one member of the working group for examining each of the categories listed above.

As a second step, the Chairpersons may invited the working groups to propose a number of actions that could be undertaken either by OOSA, by relevant national/regional/international entities, or by the participants themselves.

Some possible actions could include the following:

- a) Establishment of an international entity to represent user community which could be called "Global Navigation Satellite Systems Coordination -Users Board (GCUB)". GCUB would provide, among other things, a single contact point of the user community for exchange of information with the GCB mentioned above.
- b) Establishment of action teams or task forces, as sub-entities to the GCUB, which would focus on carrying out either specific projects or general initiatives. The action teams/task forces would act as a networking mechanism either thematically or regionally or both.
- c) Prioritize the proposals and recommendations that require any kind of assistance by OOSA, or others in 2004-2005.

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Guidelines for discussions in working group sessions

1. Each working group should prioritize the recommendations to OOSA for action in 2004-2005.
 - a. Criteria for selecting recommendations for action:
 - i. Commitment from the group of individuals who have made the recommendation, preferably also with commitment from other entities;
 - ii. Achievement of a significant milestone, e.g. start of the implementation of a project or establishment of a standing or ad-hoc entity to coordinate GNSS activities resulting from the recommendation, should be possible by the end of 2005;
 - b. The greater the number of countries that benefit from the recommended action, the higher the possibility of receiving support from the UN.
 - c. OOSA is more likely to support recommendations that require minimum human resources of OOSA while yielding significant benefits.
 - d. Support to projects/initiatives resulting from the recommendations should be possible within existing expertise of OOSA.
2. The recommendations to be selected for consideration by OOSA for its support in 2004-2005 should have the following details:
 - a. Names of individuals or institutions that are committed to the implementation of the recommendations;
 - b. The policy framework and development issue addressed (e.g. Plan of Implementation of the World Summit on Sustainable Development, Plan of Action of NEPAD; water resources management)
 - c. Specific actions required from OOSA (e.g. provision of funds or support in seeking for funds, evaluation mission to countries to determine feasibility of pilot projects, organization of expert meetings, briefing for policy makers, distribution of information materials);
 - i. Funding support: indicate approximate amount of funds and the purpose of use of funds (e.g. acquisition of equipment, organization of meetings, support for travels of experts, etc.)
 - ii. Feasibility study: provide project details as much as possible (e.g. purpose, nature and scope of project, beneficiaries, approximate timeline, impact of OOSA support on the project)
 - iii. Expert meeting: provide details of the scope of the meeting (e.g. number of participants anticipated), likely venue and possible dates.
 - iv. Briefing: provide details on the likely audience (e.g. officials of the Ministry of Transportation, e.g.), desirable/possible level of audience (e.g. Ministers,

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members of legislative bodies, senior officials of government, etc.), likely venue and possible dates.

- v. Information material: indicate the nature of the material (content, approximate page numbers) and targeted audience, indicate who prepares the manuscript in which language, whether translation is required and if so, into which language(s)
3. Working groups may propose any other initiatives and recommendations that should be supported by other entities
 - a. Working groups should indicate the names of the entities that might support the proposals.
 - b. OOSA will bring the proposals to the attention of those entities.
 4. Following the UN/USA International Workshop, OOSA will internally evaluate all the proposals that meet the criteria and provide details as indicated in items 1-a and 2 above and select a limited number of proposals for support by OOSA on the basis of comparative selection criteria as indicated in item 1-b through d above.
 5. OOSA will aim to announce the selected proposals to the participants of the Workshop by end February 2004.