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Terms of Reference of the *Ad-hoc* Expert Group for GIS

1. Background

The Framework Agreement on the Sava River Basin (FASRB) defines tasks and competences of the Sava Commission. Among other, those tasks include coordination on the establishment of the Information System as a basis for future integrated information management.

The Sava River Basin (G)IS has been foreseen as driving force for exchange of geo-information and ideas for an effective and efficient river basin management and planning on the basin-wide scale in a long term.

The overall objective on the establishment of the Sava GIS is to secure access to the information that are needed to facilitate the work of the permanent and ad-hoc expert groups, as well as to support the wide range of water management activities at Sava basin level by using modern IT and GIS technology tools and services. Such specific and complex tasks require specific expert knowledge, extensive and continuous work.

Therefore, there is clear need to establish IT/GIS expert group for the achieving the objectives and goals of the FASRB in the field of data and information management. The main aims of this expert group shall be improvement of efficiency and effectiveness of water management data/information governance, promotion of shared use of geographic information and expert's - water management knowledge based. This not only includes coordination but also mechanism and process for advising, promoting, educating and assuring.

This ToR defines the mandate to the Ad-hoc GIS EG (GIS EG) to take activities in the subject areas described below. The ToR also provides guidance to the work, which GIS EG is expected to undertake and to its general working arrangements.

2. Legal framework

Establishment of the GIS EG is based on the Framework Agreement on the Sava River Basin (Article 9 of the Annex I), Rules of Procedure of the International Sava River Basin Commission (Article 10), and in line with the Conclusion of the II Regular Session of the International Sava River Basin Commission (Ad. 10.2).

3. Working arrangements

The general working arrangements for the GIS EG are provided by the ISRBC Rules of Procedure. Specific issues are further developed by this ToR.

4. Membership

The GIS EG is composed of the experts nominated by the Parties to be a standing member of the GIS EG.

The Co-chairmen are the appointed officials of the Secretariat.

The additional experts may also participate in the meetings if their particular specialist knowledge is necessary or required. Such attendance shall be announced to the Secretariat at least three working days before the meeting by the member of the ISRBC or the member of the GIS EG.

5. Overall objective

The overall objective of the GIS EG, is to provide assistance, guidance and coordination to the ISRBC activities related to the implementation of the FASRB in the field of water data/information management.

6. Tasks

The GIS EG is responsible to carry out the following main tasks:

In general

- To encourage the development of the fundamental and specific geographic databases of Sava Basin-wide importance as reference for the other kind of geographic information;
- To encourage more widespread use and sharing of geospatial information via use of geospatial web services;
- To assist in processes of data harmonisation of national datasets considering data requirements of the WFD and SC Expert Groups and in development of GIS-related criteria needed to set up and operate the SRB GIS;
- To assist in the production of reports and maps required by the Sava Commission's PEGs in accordance to their specific tasks;
- To improve knowledge about GI currently exists in Sava region and encourage easier access to it;
- To enable easier integration of existing GISs in Sava region through use of standards, modern IT techniques and guidelines;
- To provide users with assurance that the information is consistent and of defined quality by implementing metadata.

In particular

- To implement shared vision on the Sava River Basin (Geo)Information System concept and main principles behind the vision;
- To coordinate technical work and activities within theme of work that are important for the establishment of the Sava River Basin (Geo)Information System (SRB GIS);
- To define and carry out appropriate tasks to address the identified deficiencies;
- To initiate cooperation among PEGs in common GIS matters and organize joint meetings if necessary;
- To identify status and monitor development of the GISs of the Parties, in order to provide recommendation on their adjustment to be able to meet ISRBC requirements;
- To develop implementation plans for planned activities;
- To identify and propose eligible executors of certain GIS related activities (could be either GIS EG itself or external partner) if not in conflict with SC rules regulating such issues;
- To report to the ISRBC on progress of the group, present recommendations and resolutions and propose plans and procedures.

For each financial Year, the GIS EG shall prepare the draft Program of Work. It shall be submitted to the ISRBC for approval by a Co-chairman of the Ad hoc GIS EG.

7. Timeframe

Duration of mandate of the Ad hoc Expert Group will last until its tasks are completed.

8. Cooperation with other ISRBC expert groups

The GIS EG will collaborate closely with other permanent and ad hoc expert groups, in particular with the PEG RBM.

In order to ensure the necessary coordination, the Chairman or a nominated representative of other EGs will be invited to the meetings of the GIS EG if the subject is in relation or is common with the activities of the relevant EG.

9. Guests

Representatives of organisations, bodies, projects and individual experts involved in the Sava-related activities may be invited by the Secretariat to participate in particular meetings of the GIS EG as guests if the subject is in relation to their activities and deemed necessary.

10. Costs

All expenses of the GIS EG members as well as of the additional experts shall be born by the Parties, each country for its representatives.

11. Reporting obligations

Reports on the results achieved by the GIS EG, with the proposals and recommendations, shall be regularly submitted to the ISRBC by a Co-chairman in accordance with Article 10 paragraph 6.e of the Rules of Procedures.

12. Communication and methodology on publication and distribution of results

Communication of the Ad hoc GIS expert group meeting related documents and materials will be done on the most convenient way, in electronic form in principle and at last one week before the opening of the meeting. Only the comments on already circulated documents and logistic information will be sent after deadline.

The final documents of the ad-hoc GIS Expert Group shall be available to the public on the official website in accordance with Sava Commission's internal regulations.