

# Terms of Reference for the Joint Project Team

## Preamble

*Recognizing* the spirit of the recommendations of the Asia-Pacific Regional Space Agency Forum (APRSAF-12) held at Kita-Kyushu, Japan,

*Confirming* the necessity to utilize the space technology to reduce society's suffering from the damages caused by natural disasters,

*Desiring* the promotion of the international corporation in the Asia-Pacific region,

The 1<sup>st</sup> Joint Project Team meeting for establishing disaster management support system in the Asia Pacific region adopts the Terms of Reference for the Joint Project Team on 15 February 2006 as follows

## Item 1 Purpose

The terms of reference defines the relationships and responsibilities of the Joint Project Team (hereafter JPT), established to promote disaster information sharing projects initiated by the Sentinel Asia Project.

## Item 2 Membership

1. JPT is open to all the APRSAF member countries, disaster prevention organizations and regional / international organizations who wish to participate in disaster information sharing activities.
2. JPT consists of the representatives defined in the attachment 1 (hereafter "Participating organizations")

### **Item 3 Responsibility**

JPT shall conduct the following activities

- Draft, formulate and operate an implementation plan
- Promote the capacity building projects
- Promote the outreach project
- Maintain the point of contact
- Investigate and refine user requirement
- Report to APRSAF
- Formulate plans for future activities

### **Item 4 Operation**

1. JPT meeting shall be held twice a year
2. JPT meeting may be held and hosted in a country of participating organization in the Asia-Pacific region. The host organizations shall make reasonable efforts to support other organizations to hold JPT meeting.
3. JPT may establish working groups or technical teams, if necessary

### **Item 5 Secretariat**

1. The secretariat for the JPT shall be managed by the Japan Aerospace Exploration Agency (JAXA)
2. The participating organization(s) may support the secretariat
3. JAXA shall establish two project offices, one in Tokyo and the other in an appropriate place in Asia-Pacific region

### **Item 6 Accession**

The organization defined in the paragraph 1 of item 2 may participate in JPT by consent of the participating organizations

### **Item 7 Withdrawal**

Any participating organization may withdraw from the JPT by

notifying the secretariat defined in the item 5 in writing of its intention to withdraw 90 days in advance

#### **Item 8 Duration**

JPT shall be valid as long as projects defined in the item 1 are in progress

#### **Item 9 Amendment**

The terms of reference may be modified by consensus at JPT meeting

## Participating Organization

No	Country	No	Name
1	Australia	1	CSIRO Office of Space Science and Applications (COSSA)
		2	Geoscience Australia
		3	Australian Bureau of Meteorology
2	Bangladesh	4	Bangladesh Space Research and Remote Sensing Organization (SPARRSO)
3	Brunei	5	Survey Department, Ministry of Development
4	Cambodia	6	Geography Department Ministry of Land Management, Urban Planning and Construction
5	China	7	National Disaster Reduction Center of China (NDRCC)(Beijing Normal University)
6	Indonesia	8	National Coordinating Board for Disaster Management (BAKORNAS PB)
		9	National Institute of Aeronautics and Space (LAPAN)
7	Japan	10	Asian Disaster Reduction Center(ADRC)
		11	Keio University
		12	Japan Aerospace Exploration Agency
8	Malaysia	13	National Security Division, Prime Minister's Department
		14	Malaysian Centre for Remote Sensing(MACRES)
9	Mongolia	15	National Remote Sensing Center (NRSC)
10	Nepal	16	Department of Water Induced Disaster Prevention
		17	Office of Civil Defense / Survey Department
11	Singapore	18	Center for Remote Image Sensing and Processing(CRISP)
12	Sri Lanka	19	Survey Department of Sri Lanka
		20	Ministry of Disaster Management
13	Thailand	21	Geo-Informatics and Space Technology Development Agency (GISTDA)
14	Vietnam	22	Standing Office, Central Committee for Flood & Storm Control (CCFSC)
		23	Vietnamese Academy of Science and Technology(VAST)
15	International Organization	24	GIC / Asian Institute of Technology (AIT)
		25	Science and Technology Unit, ASEAN Secretariat
		26	UNESCAP
		27	United Nations Office for Outer Space Affairs (UNOOSA)