



Guidelines for preparation of submissions for the report of the Secretary-General on coordination of space-related activities within the United Nations system: directions and anticipated results for the period 2009-2010

1. In 1975, the Committee on the Peaceful Uses of Outer Space requested the Secretary-General to prepare an annual, integrated report on the plans and programmes of United Nations entities related to outer space activities. The annual report is considered by the Committee on the Peaceful Uses of Outer Space. Since 1975, the Inter-Agency Meeting has been assisting in the preparation of the report. The Inter-Agency Meeting also approves the report, which is subsequently cleared by the Secretary-General.
2. The purpose of the annual report of the Secretary-General on the coordination of space-related activities within the United Nations system is to provide United Nations entities with a strategic tool to further inter-agency cooperation and avoid duplication of efforts related to the use of various space applications. The report contains updated information provided by United Nations entities on their plans for space-related activities to be carried out in the subsequent biennium.
3. The structure of the annual report of the Secretary-General on the coordination of space-related activities within the United Nations system was revised by the Inter-Agency Meeting on Outer Space Activities at its session in 2007 (A/AC.105/885, annex III). It is contained in the appendix to the present guidelines.
4. The Office for Outer Space Affairs will compile submissions by the entities of the United Nations system to each topic of the report of the Secretary-General and prepare a final draft for review by the Inter-Agency Meeting at its subsequent session. In compiling the submissions, the Office will follow the instructions circulated by the Secretary-General in April 2002, which require the Office to adhere to the 16-page limit (8,500 words) for all reports originating in the Secretariat.
5. The Office for Outer Space Affairs will prepare drafts for the summary and chapter I of the report of the Secretary-General. Chapters II, III and IV will consist of submissions by the United Nations entities. The information to be included in the submissions should be based on the following general criteria: major, new initiatives and activities that involve coordination and cooperation by two or more United Nations entities (see A/AC.105/791, para. 28).
6. In view of the instructions by the Secretary-General (see para. 4 above), maximum efforts should be made for each submission not to exceed 3 pages per entity. The submission should clearly indicate a section of the draft report in which each paragraph should be included.
7. Full names and titles of projects, programmes and institutions should be spelled out when their acronyms and abbreviations appear for the first time in the submissions and especially if they have not appeared in previous reports.

Appendix

Structure of the report of the Secretary-General on the coordination of space-related activities within the United Nations system

(As revised by the Inter-Agency Meeting on Outer Space Activities at its twenty-seventh session, in 2007)

Summary

(Input from participating United Nations entities should be generic in nature, reflecting important milestones and new capabilities within the United Nations system)

I. Introduction

(Introductory paragraphs)

II. Policies and strategies pertaining to coordination of space-related activities

III. Current and forthcoming coordination of space-related activities

(Input from participating United Nations entities should reflect ongoing or planned coordination efforts by two or more United Nations entities under each subsection)

- A. Earth environmental protection and resources management
- B. Human security and welfare, humanitarian assistance and disaster management
- C. Capacity-building, training and education
- D. Enabling technologies for development, including information and communications technology and global navigation satellite systems
- E. Advancing scientific knowledge of space and protecting the space environment

IV. Other activities

(Input from participating United Nations entities should reflect briefly, limited to five lines, major new space-related initiatives that encourage inter-agency coordination and cooperation)