



**European Position Determination System**

# Terms of Reference

**Revised 3<sup>rd</sup> Edition**

**May 31, 2014**

Resolution 25.6 of the International *EUPOS*<sup>®</sup> Steering Committee

Amended on  
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## Article 1. General: form, name and activities

1. The European Position Determination System, further referred to as EUPOS, is an international non-profit initiative of public institutions providing GNSS augmentation services which:
  - aims at facilitating the establishment and supporting the operation of multifunctional, ground-based GNSS augmentation systems in the operational area of its members in Europe, based on common standards, and creating common products and services,
  - acts as a pan-European GNSS augmentation service providers branch organization, representing the common interest of its members,
  - collaborates with other international organizations and scientific institutions acting in the field of GNSS technology.
2. EUPOS is formed on the basis of the letters of intent provided by the members.
3. EUPOS is a registered trademark as described in Appendix 1.

## Article 2. Membership

1. Within EUPOS, several types of membership are recognized. Each type represents different level of responsibilities and privileges.
2. Independent from the membership type, each involved party shall follow the provisions of the Terms of Reference.
3. All types of membership are voluntary and are not associated with any kind of fees or subscriptions.
4. The involved parties on all levels of membership bear the costs of their participation in EUPOS activities on their own if no other funding is available.
5. Although EUPOS is primarily oriented to Europe, the membership is not limited to European applicants.
6. Members and Associated Members are obliged to inform the EUPOS Office about changes regarding contact data and its representatives in EUPOS bodies in the event of the reorganization of duties.
7. Member
  - 7.1. Full membership of EUPOS is open to any public organization or institution that contributes to the operation of a network of GNSS reference stations. This also applies to international bodies well recognized on European level. In every case the admission or rejection of a Member is the independent decision of the Council.
  - 7.2. Members have the right to vote on Council meetings by their delegated representatives.
  - 7.3. Members have the right to access and review all the information related to activities of the organization.
  - 7.4. Institutions shall apply for membership to the Chairman of EUPOS by sending the letter of application. The applications are then reviewed by the Executive Board and afterwards accepted or denied by the Council on its meeting.
8. Associated member
  - 8.1. Associated membership of EUPOS is open to any public organization or institution that is willing to contribute to the operation of a network of GNSS reference stations.
  - 8.2. Associated members have full rights and obligations of Members, except for the right to vote on Council meetings.

8.3. Associated membership is intended to be transformed into full membership, therefore it should not last longer than 3 years. In special cases where the extension of such period is required, the EUPOS Council decides. If willing to transform into full Member, an Associated member applies to the Chairman of EUPOS.

#### 9. Honorary member

9.1. Honorary members are individual experts in the field of GNSS that either importantly influence the GNSS community or played a significant role in the development of EUPOS. They play advisory and representative role in the organization.

9.2. Honorary members have the same rights as Associated members, however they concern a physical person, not an institution or organization.

9.3. Honorary members are proposed by the Chairman of EUPOS and appointed by the Council.

#### 10. Observer

10.1. Individual experts, private companies or public institutions not aiming at membership but interested in EUPOS activities may apply for an Observer status. In that case they shall contact any member of the Executive Board.

10.2. Observers are allowed to attend EUPOS events, except for the Council meetings, and take part in EUPOS activities, in particular Working Groups, projects, etc.

10.3. Observers have no right to vote on EUPOS policy and organizational issues, as well as introduction of EUPOS Technical Standards, however they may be involved in the process of creating such documents.

10.4. Observers may have a permanent status or be invited ad hoc by any member of the Council. In such a case the EUPOS Office should be notified to keep track of all the Observers.

### **Article 3. Bodies: structure, roles and responsibilities**

1. The overall organizational structure of EUPOS is depicted in Appendix 2.

#### 2. Council

2.1. The main decisive body of EUPOS is the Council. It is formed by all Members. The Council is the successor of the International EUPOS Steering Committee which was recognized as the main decisive body in the earlier organizational structure of EUPOS.

2.2. The Council decides on changes in EUPOS policy, structure, statutory documents, and status of Members. It also appoints the management bodies: the Executive Board and the Chairman of EUPOS. During elections, the Council first elects the Chairman of EUPOS, who also chairs the Executive Board, and then the other Board members.

2.3. The Council may establish or close Working Groups. All Working Groups report their activities at the Council Meeting at least once every year.

2.4. All decisions of the Council shall be formed in a resolution.

2.5. Each Member nominates and delegates one representative to the Council.

2.6. The common gathering of the Council, namely the Council Meeting, is organized at least once every year. The event is organized by the Chairman of EUPOS and hosted by one of the Members.

#### 3. Secretary

3.1. During the Council Meeting, a Secretary is appointed by the hosting Member.

3.2. The Secretary is responsible for the preparation of the minutes, calculation and announcing the voting results during the Council Meeting.

4. Executive Board

4.1. In order to efficiently manage EUPOS activities on daily basis, the Executive Board has been created. It has full powers with that respect, within the framework of the policy that was agreed by the Council.

4.2. All Working Groups carry out their tasks under the supervision of Executive Board.

4.3. The Executive Board is elected by the Council every 4 years during the Council Meeting. It can also be dismissed at any point in time by the Council.

4.4. The Executive Board consists of 3 to 5 members, depending on the current commitments of the organization, among them at least 3 come from the Council.

4.5. The candidates to the Executive Board may be put forward by any member of the Council.

5. Chairman and Vice-Chairman of EUPOS

5.1. The Chairman of EUPOS represents EUPOS towards third parties, unless no other Council or Executive Board member has been authorized as representative.

5.2. The Chairman of EUPOS chairs the Executive Board and the Council Meetings.

5.3. The actions of the Chairman are supported by the EUPOS Office.

5.4. The Chairman is elected by the Council every 4 years during the Council Meeting. He/she can also be dismissed at any point in time by the Council. The Chairman can also be re-elected.

5.5. The candidates for the Chairman may be put forward by any member of the Council.

5.6. Selected or all responsibilities and duties of the Chairman can be delegated to the Vice-Chairman. For that purpose, the Chairman appoints his/her deputy during the elections among the members of the Executive Board.

6. Office

6.1. EUPOS daily activities are supported by the EUPOS Office, which is chaired by the Chairman of EUPOS.

6.2. A person elected for the Chairman is responsible for establishing the EUPOS Office in his/her institution of origin. If agreed upon by the Council, selected or all Office tasks may be transferred to any other institution or organization, either temporarily or permanently.

6.3. The EUPOS Office does not have the official address but for communication uses contact form available on the official EUPOS web page and email [office@eupos.org](mailto:office@eupos.org) (For more about the official EUPOS web page see Article 5. EUPOS website).

6.4. The main tasks of the Office are:

- storing and managing all documents related to activities of the statutory bodies of EUPOS, EUPOS membership on all levels, agreements, etc.
- managing and maintaining EUPOS membership in other international organizations if they don't entail direct costs to the Office,
- maintaining communication channels both internally (e.g. between Members) and outside of EUPOS,
- support in coordination of EUPOS related events, such as meetings, workshops, symposia, etc.,
- co-organization of international symposia on GNSS, SBAS and GBAS and applications ,

- support in attaining political acceptance for realizing GNSS augmentation systems nationally as well as in international development and R&D programmes of EU, UN, ESA, etc. and promoting the construction of reference station systems in individual countries,
- supporting Members in developing projects in the field of DGNSS systems, use and applications,
- clarification of technical issues, product definition, standardization,
- providing support by training experts and technical staff and offering expertise for the interested third parties,
- dissemination of information on EUPOS, the current status and corresponding items, particularly via the EUPOS websites, events and publications, and other media.

#### 7. Working Groups

- 7.1. To investigate specific areas of interest, and for the purposes of cooperation with external institutions or coordination of projects or events, dedicated Working Groups can be formed.
- 7.2. The Council may establish or close Working Groups.
- 7.3. All working groups carry out their tasks under the supervision of Executive Board.
- 7.4. EUPOS Members are strongly encouraged to delegate a representative into at least one Working Group of their interest.
- 7.5. Any interested party or person that can be recognized as an expert in the area of interest of the Working Group, may become a member of the Working Group. Third parties or external experts in terms of EUPOS membership are then treated as Observers.
- 7.6. Working Groups may create their own by-laws that do not violate other general rules and regulations of EUPOS.

### Article 4. Voting rules

1. Any decisions made by the statutory EUPOS bodies that consist of more than one member are discussed in the open forum of that particular body and then voted upon by all its members. The discussion can take place on-site or via e-mail forum.
2. Any personal decisions or elections are to be conducted in a secret vote (anonymous vote). The vote can take place on-site during the Council Meeting or in cases of less than 50% of all member attendance on-site during the Council meeting as a remote e-voting.
3. If not specified otherwise, the normal voting procedure requires absolute simple majority (50%+1 of all eligible votes) to be accepted.
4. In case of changes in Terms of Reference, an absolute 67% majority is required. If the number of the voting is lower than 67% of all Members, but not less than 50%, a unanimous agreement of all the voting Members is required for a valid vote.
5. In case of elections to the EUPOS statutory bodies, the voting shall be conducted on-site, during the Council Meeting or in cases of less than 50% of all member attendance on-site during the Council meeting via internet as a remote e-voting. A simple majority (50%+1) of the Members present during the Council Meeting is required for a valid vote.
6. Every member has one vote in the Council or in remote e-voting.
7. In technical issues the voting persons should be informed about the subject of the vote at least 7 days before the voting deadline. In very complex cases this period should be extended so that every interested party has enough time to verify the subject of the vote.

8. If any ballot affects a membership status or any rights of a particular Member, that Member is excluded from voting.
9. Remote e-voting:
  - 9.1. It is any type of electronic form of voting.
  - 9.2. It is used if member attendance on-site during the Council meeting is less than 50% and Council meeting decision or any election need to be proved by voting.
  - 9.3. It is called on request as a result of Council meeting.
  - 9.4. It is called and managed by EUPOS chairman, EUPOS vice-chairman or EUPOS executive board member.
  - 9.5. E-voting question and answers are archived in EUPOS office and results are distributed to all EUPOS members after the end of e-voting.

## Article 5. EUPOS website

1. The website [www.eupos.org](http://www.eupos.org) provides information on EUPOS which should be of overall interest to the EUPOS community and others who desire a general overview of EUPOS and its current status.
2. The Executive Board determines the content of the website.
3. The Office oversees the website and maintains the active domain as well as the servers hosting the website, the mailserver and a data server for EUPOS common products and resources.
4. A special e-mail address for the contact with the Office shall be maintained: [office@eupos.org](mailto:office@eupos.org). Every Member, Associated Member and Honorary Member may apply to the Office for creating individual e-mail addresses for their representatives using the template name [name.surname@eupos.org](mailto:name.surname@eupos.org). The Chairman and the Executive Board members are strongly encouraged to create personal e-mail addresses in the eupos.org domain.

## Article 6. Final remarks

1. All meetings of EUPOS statutory bodies shall be summarized in the form of meeting minutes in writing, distributed by electronic mail or published on the EUPOS website.
2. Any changes to the core text or Appendices 1 and 2 of Terms of Reference require a resolution of the EUPOS Council.



## Appendix 1. The word and image trademark EUPOS

1. Berlin, represented by the Senate Department for Urban Development, registered the EUPOS trademark for the EUPOS initiative; it is protected as a word and image trademark in following European Countries:

Albania, Belarus, Bosnia and Herzegovina, Bulgaria, Croatia, Czech Republic, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Monaco, Montenegro, Norway, Portugal, Republic of Moldavia, Romania, Russian Federation, San Marino, Serbia, Slovakia, Slovenia, Spain, Sweden, Turkey, the Former Yugoslav Republic of Macedonia, Ukraine.

2. The protection applies to the following goods and services:

**class 09:** Scientific, nautical, positioning, navigation, surveying, electric, photographic, cinematographic, optical, weighing, measuring, signaling, checking (supervision), life-saving and teaching apparatus and instruments; apparatus for recording, transmission or reproduction of sound, images or data; magnetic, optical and other data carriers (excepted unexposed films); data processing equipment and computers; **class 38:** Telecommunications; services of a data base; namely transmission of spatial data; data broadcasting and data receiving and data transmission **class 41:** Providing of education, training, organising of seminars, conferences and symposia; publication of information in the field of surveying and of the corresponding administration; also online, cultural activities and performances; **class 42:** Recording, processing, transmission, provision and submission of data to increase precision of surveying, positioning and navigation with satellite signals (computer services); services of an engineer in the field of surveying; creating of services of an engineer in the field of surveying; analysis and research services; computer programming, rendering of services in connection with online services, namely development of concepts for receiving and correction of navigation satellites information and for transmission methods and transmission paths for this information for the precise positioning, navigation and surveying with satellites signals; making of data processing programs and software for receiving and correction of navigation satellites information and for transmission methods and transmission paths of these information for the precise positioning, navigation and surveying with satellite signals.

3. Description

Word: EUPOS

Script: Myriad Roman

Image:



Figure A1.1: Registered EUPOS word and image trademark

Colours:

The colour of the logo script and the dotted lines is PANTONE® REFLEX BLUE; the stars are PANTONE® YELLOW and the dot PANTONE® 1788. The international PANTONE® is widespread and readily available to non-experts.

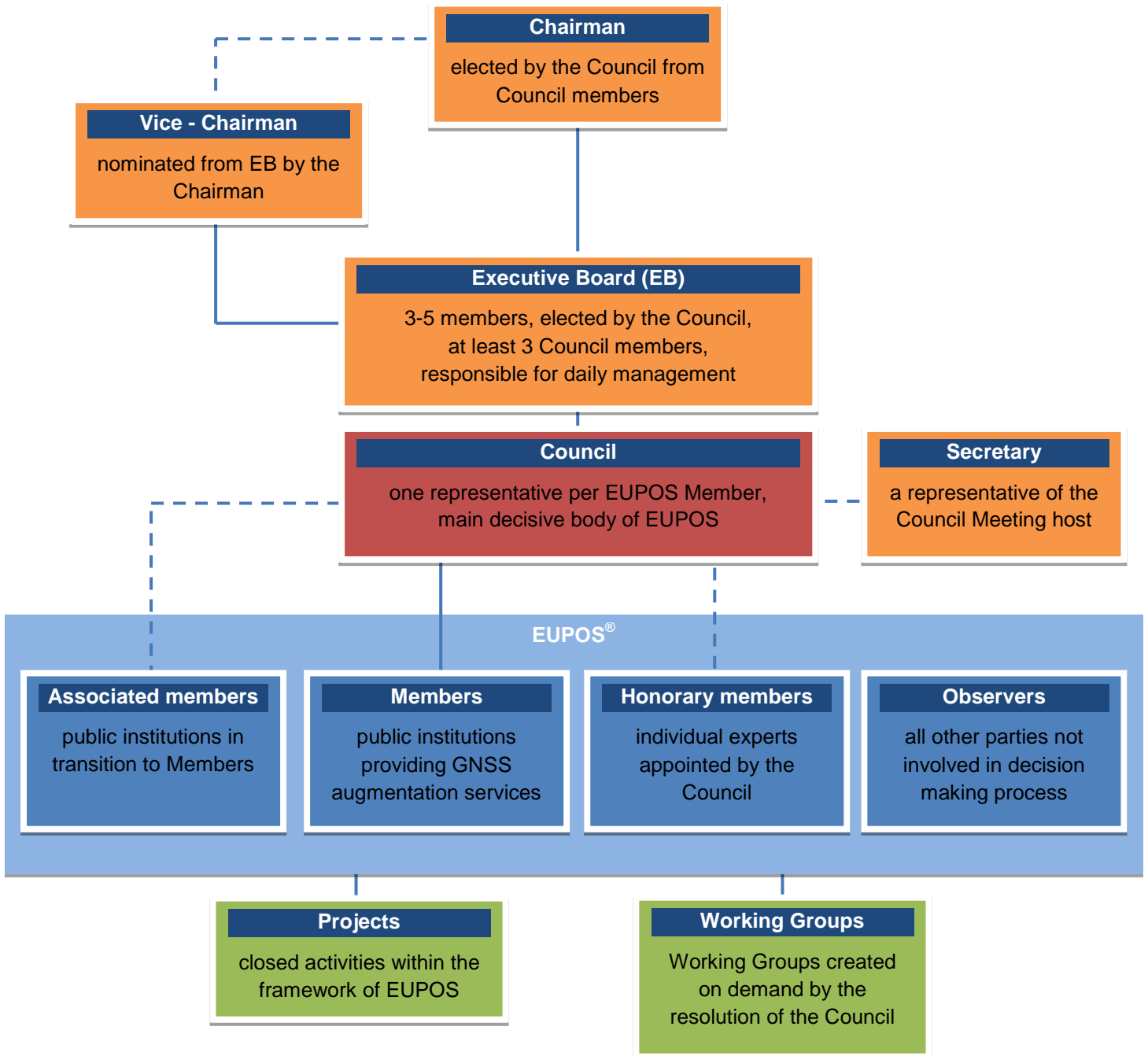
Four-colour printing does not allow for the use of the original colours. Thus, the colours must be reflected in the four-colour printing process. PANTONE® YELLOW will be created using 100% Process Yellow; a red which is very similar to PANTONE® 1788 is made from a mixture of 100% Process Magenta and 100% Process Yellow, and a blue which is very similar to PANTONE® REFLEX BLUE is made of a mixture of 100% Process Cyan with 80% Process Magenta.

For the Internet, PANTONE® REFLEX BLUE corresponds with the colour RGB: 0/51/153 (hexadecimal: 003399), PANTONE® YELLOW, with the colour RGB: 255/204/0 (hexadecimal: FFCC00) and PANTONE® 1788, with the colour RGB: 255/0/0 (hexadecimal FF0000).

4. Use

The EUPOS word and image trademark can be used by the members of EUPOS, by the EUPOS statutory bodies, by authorized institutions and companies which provide EUPOS services on the order of these authorities and by authorized EUPOS resellers. Countries, which follow the EUPOS initiative, can use the word and image trademark in a similar manner. Companies which produce EUPOS compatible equipment, hardware and software, can receive an approval for the use of the EUPOS word and image trademark for these products on applications by the EUPOS Office.

## Appendix 2. EUPOS organizational structure



## Appendix 3. EUPOS Council resolutions regarding the EUPOS Terms of Reference

In this Appendix, also the most important resolutions of the EUPOS Council and the EUPOS International Steering Committee, for which the EUPOS Council is the successor, were included.

### **RESOLUTION 3.8 OF THE 3RD CONFERENCE OF THE EUPOS STEERING COMMITTEE, RIGA, LATVIA 10 – 11 JUNE 2003, AGENDA ITEM 6.1: EUPOS STANDARD SUMMARY**

(The changes between the EUPOS Standard Summary's draft version and the decided version, topicality June 11th, 2003 are left out.)

The EUPOS Steering Committee decides that the EUPOS Standard Summary, topicality June 11, 2003, is to be used by all members and partners of EUPOS as obligatory EUPOS standards.

These standards are to be used exclusive for a time period of five years at minimum.

In cases of further development of the technical standards a downward compatibility has to be guaranteed.

Changes of the standards need a EUPOS Steering Committee resolution.

Thus there is given a good basis for establishing a unified multifunctional ground based DGNS infrastructure in Central and Eastern Europe as well as the needed security for investment to the industry.

### **RESOLUTION 12.2 OF THE 12TH CONFERENCE OF THE EUPOS STEERING COMMITTEE OF 20 – 21 SEPTEMBER 2007 IN VILNIUS, LITHUANIA; AGENDA ITEM 5: EUPOS STANDARD SUMMARY**

The EUPOS Steering Committee requested its Office (ISCO) to revise the EUPOS Standard Summary 1st Edition of 11 June 2003 and to separate the EUPOS Technical Standard definitions from general information and Terms of Reference at the 9th ISC Conference. The ISCO presented the revised draft Terms of Reference, including general information, at the 12th ISC Conference. The ISC approved the draft.

EUPOS Terms of Reference define the organisational section of the EUPOS Standards and are to be used by all members and partners of EUPOS as obligatory EUPOS standards.

The ISCO is responsible for updating the Appendix of the Terms of Reference. Other alterations to the EUPOS Terms of Reference require a EUPOS Steering Committee resolution.

### **RESOLUTION 19.1 OF THE 19TH CONFERENCE OF THE EUPOS STEERING COMMITTEE OF 14 – 15 APRIL 2011 IN BUDAPEST, HUNGARY; AGENDA ITEM 2: EUPOS TERMS OF REFERENCE**

The EUPOS Steering Committee requested its Office (ISCO) to revise the EUPOS Terms of Reference, revised 2nd Edition of 11 June 2003, and to introduce into the Terms of Reference an "associated country" membership. The ISCO presented the revised Terms of Reference including general information at the 19th ISC Conference. The ISC approved the draft.

EUPOS Terms of Reference define the organisational section of the EUPOS Standards and are to be used by all members and partners of EUPOS as obligatory EUPOS standards.

The ISCO is responsible for updating the Appendix of the Terms of Reference. Other alterations to the EUPOS Terms of Reference require a EUPOS Steering Committee resolution.

**RESOLUTION 22.1 OF THE 22ND CONFERENCE OF THE EUPOS STEERING COMMITTEE OF NOVEMBER 26-27 IN BUCHAREST, ROMANIA; AGENDA ITEM 2: REVISION OF EUPOS TERMS OF REFERENCE**

The EUPOS Steering Committee agreed to accept the revised Terms of Reference 2nd Edition of June 11, 2003, and to introduce into the document the role of EUPOS ISC vice chairman. The revised version of the document also includes updates in the Appendix A.2, namely updated names, organizations and roles of EUPOS ISC members, associated members and countries, observers and guests as proposed by the ISCO.

Also minor editorial changes were introduced into the document to ensure the consistency of the text.

**RESOLUTION 23.1 OF THE 23RD CONFERENCE OF THE EUPOS STEERING COMMITTEE OF MAY 7-8 IN TBILISI, GEORGIA; AGENDA ITEM 3: CHANGES IN EUPOS MANAGEMENT**

The EUPOS International Steering Committee (ISC), noticing that current organizational and structural changes in the government of Berlin introduced difficulties in the daily management of the EUPOS International Steering Committee Office (ISCO), accepts the resignation of Mr. Gerd Rosenthal from the position of the President of the ISCO.

The EUPOS ISC truly and gratefully appreciates the outstanding contribution of Mr. Gerd Rosenthal in establishing and daily management of the EUPOS ISCO along with representation of EUPOS community in other international organizations. Therefore EUPOS ISC offers Mr. Gerd Rosenthal a role of Senior Adviser within EUPOS ISC.

Current tasks of the EUPOS ISCO will be taken over by the Vice Chairman of EUPOS ISC, Mr. Artur Oruba, until a new President of the EUPOS ISCO is elected.

**RESOLUTION 23.2 OF THE 23RD CONFERENCE OF THE EUPOS STEERING COMMITTEE, TBILISI, GEORGIA, 7 – 8 MAY 2013**

The EUPOS Steering Committee decides to amend the EUPOS Technical Standards, topicality April 24, 2008, and therefore introduce new current EUPOS Technical Standards document, topicality May 7, 2013.

**RESOLUTION 25.6 OF THE EUPOS STEERING COMMITTEE OF MAY 31, 2014**

The EUPOS International Steering Committee (ISC), considering the results of the voting process on the 3rd revision of the Terms of Reference of EUPOS, decides accept the 3rd revision of the Terms of Reference of EUPOS.

**RESOLUTION 1.1 OF THE EUPOS COUNCIL TAKEN OF 16 OCTOBER 2014 AT THE 1ST EUPOS COUNCIL MEETING IN WARSAW, POLAND, 16 OCTOBER 2014**

The EUPOS Council,

considering the request from Prof. Georgi Milev and Keranka Vassileva, representing Bulgarian Academy of Sciences regarding the change in Terms of Reference,

decides to amend the Terms of Reference with the following articles:

- the Article 2.7.1 to begin with “Full membership of EUPOS is open to any public organization or institution that contributes to the operation of a network of GNSS reference stations. (...)”

and

- the Article 2.8.1 to begin with “Associated membership of EUPOS is open to any public organization or institution that is willing to contribute to the operation of a network of GNSS reference stations. (...)”.

**RESOLUTION 2.3 OF THE EUPOS COUNCIL TAKEN OF 21 SEPTEMBER 2015 AT THE 2ND EUPOS COUNCIL MEETING IN CHISINAU, MOLDOVA, 20 - 21 SEPTEMBER 2015**

The EUPOS Council,

considering the necessity of amendments of the EUPOS ToR to the present situation,

recommends to cancel the paragraph 3 of the article 1 of the ToR and to establish a new EUPOS office address,

decides to implement the statements on electronic voting into the article 4 of the Terms of References.



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## Appendix 4. List of Updates

02 January 2008	A.2.1
18 April 2008	A.2.1
23 April 2008	4, A.2.1
11 June 2009	4, A.2.1, A.2.4
18 June 2009	A.2.1, A.2.4
19 June 2009	A.2.1
08 March 2010	A.2.1, A.2.2, 4
28 May 2010	6, 9.1, 9.2, 10, A.2.1, A.2.2, A.3
27 October 2010	4
15 April 2011	6, 11, 12
26 November 2012	6, 13, A.2.1, A.2.1, A.2.5
31 May 2014	The whole document has been adapted to the structural changes in EUPOS.
16 October 2014	2.7.1, 2.8.1
21 September 2015	A.1.3, A.4.1, A.4.2, A.4.5