



13 January 2020

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## Secretary-General's bulletin

### Organization of the Office for Outer Space Affairs

The Secretary-General, pursuant to the Secretary-General's bulletin entitled "Organization of the Secretariat of the United Nations" ([ST/SGB/2015/3](#)), in accordance with the Secretary-General's bulletin entitled "Procedures for the promulgation of administrative issuances" ([ST/SGB/2009/4](#)) and for the purpose of establishing the organizational structure of the Office for Outer Space Affairs, promulgates the following:

#### Section 1

##### General provisions

1.1 The present bulletin shall supersede sections 2.1, 3.2 and 6 of the Secretary-General's bulletin entitled "Organization of the United Nations Office at Vienna" ([ST/SGB/2004/5](#)), to the extent that the provisions contained therein entrust responsibilities related to the programme on the peaceful uses of outer space to the Director-General of the United Nations Office at Vienna.

1.2 The present bulletin shall apply in conjunction with the Secretary-General's bulletin entitled "Organization of the Secretariat of the United Nations" ([ST/SGB/2015/3](#)) and any future amendments thereto, and in conjunction with relevant Secretary-General's bulletins establishing the organizational structure of the entities mentioned in this bulletin.

#### Section 2

##### Functions and organization

2.1 The Office for Outer Space Affairs manages and implements the programme on the peaceful uses of outer space, which is aimed at strengthening international cooperation in space activities and in the use of space science and technology for achieving sustainable development, and represents the United Nations in promoting international cooperation in the exploration and peaceful uses of outer space for economic, social and scientific development, in particular for the benefit of developing countries.

2.2 The Office discharges these responsibilities by:

(a) Strengthening international cooperation in the conduct of space activities for peaceful purposes and the use of space science and technology and their applications towards the achievement of the Sustainable Development Goals;



(b) Assisting the Committee on the Peaceful Uses of Outer Space and its Scientific and Technical Subcommittee and its Legal Subcommittee in their work and role as a unique platform at the global level for international cooperation in outer space activities;

(c) Implementing General Assembly resolutions and decisions on matters relating to international cooperation in the peaceful use of outer space, including on transparency and confidence-building measures in outer space activities, and capacity-building work in this area;

(d) Performing the functions, when required, of the executive secretariat for global conferences on matters relating to international cooperation in the exploration and peaceful uses of outer space;

(e) Maintaining, on behalf of the Secretary-General, the Register of Objects Launched into Outer Space;

(f) Implementing the United Nations Programme on Space Applications;

(g) Implementing the programme of the United Nations Platform for Space-based Information for Disaster Management and Emergency Response (UN-SPIDER);

(h) Acting as the executive secretariat of the International Committee on Global Navigation Satellite Systems (ICG);

(i) Acting as the secretariat of the Space Mission Planning Advisory Group;

(j) Leading the Inter-Agency Meeting on Outer Space Activities (UN-Space) in its work on the examination of how space science and technology and their applications could contribute to the achievement of the Sustainable Development Goals;

(k) Facilitating cooperation in matters relating to the peaceful exploration and use of outer space for the benefit of humanity, taking into account the interests and needs of developing countries, with and between governmental entities, including space agencies, intergovernmental and non-governmental organizations, and the private sector;

(l) Managing the resources of the trust fund in support of the United Nations Programme on the Peaceful Uses of Outer Space to implement the cooperation activities of the Office.

2.3 The Office is headed by a Director<sup>1</sup> and is divided into organizational units as described in the present bulletin. The Director and the officials in charge of each organizational unit, in addition to the specific functions set out in the present bulletin, perform the general functions applicable to their positions, as set out in the Secretary-General's bulletin entitled "Organization of the Secretariat of the United Nations" ([ST/SGB/2015/3](#)).

2.4 The Office is supported in its work by the United Nations Office at Vienna in its role as the service provider for both business support and transactional services.

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<sup>1</sup> In accordance with the Secretary-General's bulletin entitled "Delegation of authority in the administration of the Staff Regulations and Rules and the Financial Regulations and Rules" ([ST/SGB/2019/2](#)), the Director received a delegation of authority as the head of entity. In accordance with the same bulletin, "head of entity" means the head of a department or an office, including an office away from Headquarters; the head of a special political or peacekeeping mission; the head of a regional commission; a resident or regional coordinator; or the head of any other unit tasked with programmed activities.

2.5 The Office submits annual reports on its activities to the Secretary-General, the General Assembly and the Committee on the Peaceful Uses of Outer Space.

### **Section 3**

#### **Director of the Office for Outer Space Affairs**

3.1 The Director of the Office for Outer Space Affairs is accountable to the Secretary-General.

3.2 The Director:

(a) Serves as the senior adviser to the Secretary-General on outer space affairs;

(b) Represents the Secretary-General at meetings and conferences on matters relating to the peaceful exploration and use of outer space;

(c) Maintains responsibility for developing, managing and administering the Office for Outer Space Affairs;

(d) Develops the work programme of the Office for Outer Space Affairs and ensures efficiency, transparency and accountability in the work of the Office;

(e) Provides strategic guidance to ensure that the overall implementation of the Office's work programme is carried out in accordance with the mandates given by the General Assembly and the Committee on the Peaceful Uses of Outer Space, as well as established policies of the United Nations;

(f) Discharges the responsibilities of the Secretary-General, on her or his behalf, under the United Nations treaties and principles on outer space;

(g) Performs representation and liaison functions with permanent missions and permanent observer missions to the United Nations, the host Government, other Governments, and intergovernmental and non-governmental organizations in Vienna, as well as with the Committee on the Peaceful Uses of Outer Space.

3.3 The work of the Director and of the Office is supported by the Senior Adviser for Space Science and Education, who provides expert advice and supports research relating to the activities and programmes carried out by the Office for Outer Space Affairs and by the regional centres for space science and technology education, affiliated to the United Nations.

3.4 The Director also discharges any other duties that may be assigned to her or him by the Secretary-General.

### **Section 4**

#### **Office of the Director**

4.1 The Office of the Director is headed by a Chief, who is accountable to the Director.

4.2 The core functions of the Office of the Director are as follows:

(a) Assisting the Director in the overall executive direction and management of the Office for Outer Space Affairs;

(b) Facilitating internal office cooperation in administrative, organizational, budgetary and human resources matters management;

(c) Overseeing and coordinating the strategic direction and operational priorities of the Office for Outer Space Affairs, including the preparation, monitoring and implementation of the workplan, budget and the strategic framework of the Office for Outer Space Affairs;

(d) Supporting the Director in discharging her or his responsibilities and obligations, on behalf of the Secretary-General, under international space law, including the maintenance of the Register of Objects Launched into Outer Space in accordance with the Convention on Registration of Objects Launched into Outer Space and General Assembly resolution 1721 (XVI) B;

(e) Leading the external relations and public information activities of the Office for Outer Space Affairs, including the coordination of its communications, public affairs, partnerships and advocacy matters;

(f) Overseeing the coordination and cooperation of the Office for Outer Space Affairs with space agencies, intergovernmental and non-governmental organizations, and private sector entities involved in space-related activities.

## **Section 5**

### **Committee, Policy and Legal Affairs Section**

5.1 The Committee, Policy and Legal Affairs Section is headed by a Chief, who is accountable to the Director.

5.2 The core functions of the Section are as follows:

(a) Providing substantive, secretariat, organizational and administrative support to the Committee on the Peaceful Uses of Outer Space, its Scientific and Technical Subcommittee and its Legal Subcommittee and their subsidiary bodies;

(b) Leading United Nations system-wide cooperation and coordination through UN-Space;

(c) Providing substantive secretariat services to the meetings of the Working Group of the Whole on international cooperation in the peaceful uses of outer space of the Special Political and Decolonization Committee (Fourth Committee) of the General Assembly on issues relating to international cooperation in the peaceful uses of outer space;

(d) Acting as the executive secretariat for periodic global conferences dealing with international cooperation in the exploration and peaceful uses of outer space;

(e) Discharging the responsibilities of the Office as the secretariat of the Space Mission Planning Advisory Group and working with the International Asteroid Warning Network to strengthen coordination in the area of planetary defence and capacity-building for effective emergency response and disaster management in the event of a near-Earth object impact;

(f) Assisting Member States in the formulation and adoption of legal instruments and standards relating to the exploration and peaceful uses of outer space;

(g) Providing advice and technical and legal assistance to Member States, international intergovernmental organizations and other stakeholders on matters relating to international space law and policy and on the treaty-based functions of the Office for Outer Space Affairs;

(h) Building the capacity of Member States in space law and policy, global space governance, and transparency and confidence-building measures in outer space activities;

(i) Providing advice and support in relation to all legal matters in the work of the Office for Outer Space Affairs.

## **Section 6**

### **Space Applications Section**

6.1 The Space Applications Section is headed by a Chief, who is accountable to the Director.

6.2 The core functions of the Section are as follows:

(a) Promoting the use of space science and technology and their applications towards achieving the Sustainable Development Goals, particularly in developing countries;

(b) Planning and implementing the United Nations Programme on Space Applications, in particular for the benefit of developing countries, to build national capability in the areas of basic sciences, basic space technology and human space technology, and to promote integrated space technology applications in the areas of global health, disaster management, climate change, humanitarian assistance, environmental monitoring and natural resources management.

## **Section 7**

### **United Nations Platform for Space-based Information for Disaster Management and Emergency Response**

7.1 The UN-SPIDER Programme is implemented by the heads of the UN-SPIDER branches, located in Vienna, Beijing and Bonn, Germany, under the coordination and guidance of the Director of the Office for Outer Space Affairs. The heads of the UN-SPIDER branches are accountable to the Director.

7.2 The core functions of the Programme are as follows:

(a) Implementing the UN-SPIDER Programme;

(b) Facilitating the provision of universal access to all types of space-based information and services relevant to disaster management;

(c) Coordinating the activities carried out by UN-SPIDER in collaboration with its network of regional support offices.

## **Section 8**

### **Executive secretariat of the International Committee on Global Navigation Satellite Systems**

8.1 The Office for Outer Space Affairs serves as the executive secretariat of ICG,<sup>2</sup> which is headed by a Chief, who is accountable to the Director.

8.2 The core function of the executive secretariat is discharging the responsibilities of the Office for Outer Space Affairs as the secretariat of ICG. This includes planning and implementing activities promoting cooperation on matters related to civil satellite-based positioning, navigation, timing and value-added services.

<sup>2</sup> ICG was established in 2005 on a voluntary basis as an informal body to promote cooperation on matters of mutual interest related to civil satellite-based positioning, navigation, timing and value-added services, as well as the compatibility and interoperability of global navigation satellite systems, while increasing their use to support sustainable development, particularly in developing countries (General Assembly resolution 61/111, para. 39, and A/61/20, para. 56). ICG was established as a result of the implementation of the recommendations of UNISPACE III (General Assembly resolution 62/217, para. 46). The Office for Outer Space Affairs has been facilitating the work of ICG from the outset, and in 2006 was invited to serve as its executive secretariat.

**Section 9**  
**Final provision**

The present bulletin shall enter into force on the date of its issuance.

*(Signed)* António **Guterres**  
Secretary-General

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