



**Lao People's Democratic Republic
Peace Independence Democracy Unity Prosperity**

Ministry of Home Affairs

No. 04 /MoHA
Vientiane Capital, May 19, 2015

**Instruction for
Implementation of the Decree on
Surveying, Aerial Photography and Mapping**

- Pursuant to the Decree No. 330/GOL dated on September 18 on Surveying, Aerial Photography and Mapping;
In order to ensure the implementation of this Decree more detailed and clear.

Minister of Home Affairs Instructs:

I. Objectives

- 1) In order that the individual persons, juristic entities and government and private organizations who are operating surveying, aerial photography and mapping acknowledge, understand and are unified with the contents, rules, principles, methods and measures defined in Decree No. 330/GOL dated on September 18, 2014 on Surveying, Aerial Photography and Mapping;
- 2) To ensure that the implementation of the Decree is unified, rightful and in correspondence with actual situation and met the issued objectives and targets, being able to provide survey data, aerial photographs and maps to serve the socio-economic development, national defense, public security and management and protection of natural resources and environment.

II. Additional Instruction of Some Parts of the Decree

In order to make some parts of the Decree more clear, this Instruction provides additional instructions of some contents, parts and articles of the Decree as following:

**Part II
Activities of Surveying, Aerial Photography and Mapping**

1. Surveying, Aerial Photography, and Mapping Operations of the Ministry of Home Affairs

Surveying, Aerial Photography, and Mapping Operations of the Ministry of Home Affairs prescribed in Articles 6, 7, 8 and 16 of the Decree shall be conducted by the National Geographic Department and the Survey and Mapping Center in the following way:

- 1) The National Geographic Department provides basic survey data (from the 1st Order to the 4th Order), services of aerial photography and topographic mapping of areas with size more than 20 square kilometers to ministries to ministries, organizations, government or private organizations. The National Geographic Department may request the Survey and Mapping Center to assist in implementation of its activities;
- 2) The Survey and Mapping Center provides services in surveying for Technique Order, aerial photography, and specific mapping services to persons, juridical entities, domestic and international organizations;

- 3) The National Geographic Department and the Survey and Mapping Center prepare annual work plans, in accordance with their roles, duties and responsibilities, and submit them to the Ministry of Home Affairs for approval. The plans shall indicate all known activities including the Government and private activities.
- 4) The National Geographic Department and the Survey and Mapping Center may propose to the Ministry of Home Affairs and request the Ministry for approval the operations and projects outside of the annual plan basing on requests submitted to them or in according with assignments of the Ministry of Home Affairs or the Government.

2. Database

The National Geographic Department is responsible for constructing, maintaining and developing national geographic database as described in Article 9 of the Decree, in according to following details:

- 1) Constructing and maintaining all geographic data prepared, produced, edited and developed by the National Geographic Department and the Survey and Mapping Center;
- 2) Developing and maintaining websites, national Geoportal in order to provide services and distribute data;
- 3) Collecting and maintaining documents and data provided to the National Geographic Department as described in Article 11 of the Decree. Presenting important data on websites that relevant ministries are responsible for improvement and editing data;
- 4) All important data provided to the National Geographic Department shall be shown in the National Geographic Department's Geoportal in categories of points, line and polygon formats as well as other information;
- 5) In collaborations with the Geographic Information System (GIS) Committee and Technical Working Groups, prepare and mutually agree on issues related to data sharing and exchange such as geographic names used in geographic system, metadata, and standards for data sharing;
- 6) Developing metadata base on standards, rules and regulations prepared by Technical Working Group working on metadata for approval by the GIS Committee;
- 7) Data providing shall be done in according to standards, rules and regulations prepared and approved by the GIS Committee in order to be in accordance with article 29 of the Decree;
- 8) Conducting quality control of all data used by using national geodatabase as basic reference.

3. Data Service

3.1 Using of Service

- 1) Requesting for using of services, data and products as described in Article 10 of the Decree shall be done by submission of request letters to the National Geographic Department Ministry of Home Affairs for consider and approval in according to rules and regulations;
- 2) The National Geographic Department has available application forms and contract formats for the applicants. The contract form consists of relevant terms and conditions. The National Geographic Department Ministry of Home Affairs owns copyrights of its products in accordance with Article 13 of the Decree.

3.2 Provision of Data Service

The National Geographic Department Ministry of Home Affairs is responsible for implementing services of providing data, products and mapping data produced by the National Geographic Department. The National Geographic Department shall also collect fees and service charges in accordance with Article 30 and 31 of the Decree.

The National Geographic Department Ministry of Home Affairs has following duties:

- 1) Preparing application forms that consists of terms and conditions for using products and mapping data. The National Geographic Department, on behalf of Ministry of Home Affairs, owns copyrights of data and products in scopes of surveying, aerial photography and mapping as described in Article 13 of the Decree;
- 2) Preparing dissemination and service plans;
- 3) Developing service system through internet;

- 4) Organizing activities for selling, circulation, distributing and providing of national geographic information;
- 5) Summarizing monthly and annually reports on selling, circulation, distributing and providing of national geographic information.

The Survey and Mapping Center Ministry of Home Affairs has following duties:

- 1) Conducting surveying, mapping to provide data for the construction activities. The Survey and Mapping Center is also responsible for marketing activities, selling of products, data of the National Geographic Department in accordance with agreements with the National Geographic Department Ministry of Home Affairs;
- 2) Inspecting, repairing and issuing a certificate of technical inspections for surveying equipments;
- 3) Publishing of maps and other products.

4. Handing over Data and Documents

1) Ministries, ministry-equivalent organizations, local administration organizations, companies, international organizations, persons and juristic entities of domestic and international shall provide the National Geographic Department Ministry of Home Affairs the data and documents as described in Article 9 and 11 of the Decree within thirty (30) days after projects complete;

2) The delivery to the National Geographic Department shall be a complete set of documents consisting of figure of scope of the projects and detail data of the projects.

5. Import and Export

Application for permission letter to import and export of image data, products, maps and survey equipments shall be submitted to the National Geographic Department Ministry of Home Affairs at least thirty (30) days for studying and submission for approval of high level in accordance with Article 12 of the Decree.

6. Technical Permission

1) Persons, juristic entities or domestic and international organizations who intend to perform activities of surveying, aerial photography and mapping (as No. 9) shall obtain technical permission certificates from the National Geographic Department prior to conduct activities (registration of survey technique);

2) Survey and mapping equipments (Total Station Theodolite, Levelling Equipment, GPS, etc.) shall be gone through technical inspection and management registered with the National Geographic Department prior to being used for surveying (registration of survey equipments).

7. Copyright

Data and products related to surveying, aerial photography and mapping are copyrights of the National Geographic Department or the Survey and Mapping Center Ministry of Home Affairs. Anyone who intends to use the data and products shall perform in according to the regulations and principles issued by The National Geographic Department and the Survey and Mapping Center in each period of time.

Part III

Principles and Operations of Surveying, Aerial Photography and Mapping

8. National Geodetic Datum and Technical Regulations

The National Geographic Department Ministry of Home Affairs is responsible for studying and proposing for the using of National Geodetic Datum and technical regulations as described in Article 15 of the Decree. All technical regulations that the National Geographic Department or the Survey and Mapping Center has constructed (including the editing of old versions or making of new versions) shall be published, disseminated and officially promulgation.

Part IV

Doing Business on Surveying, Aerial Photography and Mapping

9. Registration

As defined in Articles 10, 11, 15, 16, 17, 18, 21 and 22 of Part IV of the Decree, any operation about surveying, aerial photography and mapping shall be done in accordance with the following principles:

- 1) Commercial surveying, aerial photography and mapping shall obtain technical permission from the National Geographic Department Ministry of Home Affairs. Application for permissions can be done by persons, juristic entities or domestic or international organizations that already have business operation permissions. Foreign applicants shall obtain approvals from the Foreign Investment Management Committee. Technical permission provides rights to persons who obtain permissions to be able to do business on surveying, aerial photography and mapping;
- 2) Persons, juristic entities and domestic or international organization that has obtained technical permission from the National Geographic Department Ministry of Home Affairs (for doing business in surveying, aerial photography and mapping) shall be recognized as eligible registered businesses in a register maintained by the National Geographic Department Ministry of Home Affairs;
- 3) Registered business units, persons, juristic entities and other organizations including government organizations conducting non-commercial activities shall obtain authorization from the National Geographic Department Ministry of Home Affairs for operating surveying, aerial photography and mapping.

Part V

Management and Inspection

10. Management Organizations

- 1) The organizations, assigned to be aides of Ministry of Home Affairs and the Government in management, monitoring, inspection of operations in surveying, aerial photography and mapping, are the National Geographic Department and the Survey and Mapping Center Ministry of Home Affairs;
- 2) The National Geographic Department shall conduct monitoring, technical and geodetic accuracy inspection (joining zones and national borders, etc.) and certify quality of products of surveying, aerial photography and mapping.

Part VII

Fees and Service Charges

Fees and service charges for data, products and equipments related to surveying, aerial photography and mapping shall be performed in accordance with new 2012 edited version of the Decree of the President of Lao PDR on Fees and Service Charges. Any special case shall be followed the Government's policies.

Part VIII

Awards for Persons with Outstanding Performance and Disciplinary Measures on Persons with Breaches

11. Prohibitions

Persons, juristic entities or domestic and international government and private organizations are prohibited to take products of the national Geographic Department or the Survey and Mapping Center Ministry of Home Affairs for counterfeiting, copying, printing for sell or illegal use for personal benefits without authorization of the national Geographic Department or the Survey and Mapping Center.

III. Implementation of the Instruction

- 1) When this Instruction is official approved, the National Geographic Department is assigned to disseminate and distribute the Decree No. 330/GOL dated on September 18, 2014 on Surveying, Aerial Photography and Mapping and the Instructions No..../MoHA, dated on.....May, 2015 for Implementation of the Decree on Surveying, Aerial Photography and Mapping;
- 2) Persons, juristic entities, domestic and international organizations shall strictly follow this Instruction;
- 3) Articles of the Decree that are not mentioned in this Instruction shall be followed in accordance with Decree No. 330/GOL dated on September 18, 2014 on Surveying, Aerial Photography and Mapping;
- 4) In case of facing difficulties in implementation of this Instruction, the National Geographic Department or the Survey and Mapping Center Ministry of Home Affairs shall be informed in time for finding ways of resolutions.

Signed for Minister of Home Affairs

Thongchanh Manixay