

ISPRS GUIDELINES

CANDIDATES FOR MEMBERS OF THE COUNCIL

Individuals from any Member organization are eligible for nomination and election to positions on Council, but there are some practical considerations which must be taken into account.

1. Service as a member of the ISPRS Council is considered an honour. That means that it does not provide any salary to the incumbent. It is also a time-consuming function. The President, the Secretary General, and the Congress Director could easily spend full time on the tasks. However, realistically, one quarter to one half time is required by these positions. The two Vice Presidents and the Treasurer find that somewhat less time is required. Potential members of Council must be prepared to make these commitments of time.
2. It is essential that Council Members, particularly the President and Secretary General, are provided with secretarial assistance, preferably multilingual, but as a minimum fluent in one of the official languages of the Society - English, French and German. Experience has shown that about half time help is required. In general it has not been possible for the Society to pay salaries for secretarial assistance. Consequently it is necessary that the Member association or the Council member's employer is prepared to provide this amount of secretarial help.
3. Council members are required to attend a minimum of one Council meeting per year. These will usually rotate between the home locations of the officers. It is also desirable that Council members, particularly the President, Secretary General and Congress Director attend some or all of the inter-Congress

Technical Commission symposia. This means that Council members must be free to undertake international travel.

4. The Society operates on a very limited financial basis. It is therefore very useful if the officer's Member association or employer is prepared to support the international travel expenses required. However, no worthy individual would be rejected as a Council member because of inability to provide his/her own travel expenses.
5. Financial arrangements for the Society's Congress are the total responsibility of the host member. The Congress Director's related expenses for travel, secretarial assistance, communications, etc. should be included in the Congress budget.
6. Annual assessments of Members to the Society are paid in Swiss francs. These funds are during the current administration deposited in a Swiss bank account. It may also be feasible to have a bank account under the name of the Treasurer, and in his/her home location. Because the Society expenditures are international in scope, it is essential that the Treasurer be from a nation having freely convertible currency.
7. The IUSM Council (General Assembly) convenes approximately every three years. Members of ISPRS Council are delegates to this General Assembly and are expected to participate.

Members planning to nominate Council members should keep these considerations in mind.

MEMBERS PLANNING TO HOST AN ISPRS CONGRESS

Member organizations willing to host a Congress of the International Society for Photogrammetry and Remote Sensing should consider the following items which are looked upon as prerequisite for a successful Congress operation:

1. The Member organization should designate an individual to serve as Congress Director who will have final responsibility for all aspects of the Congress operation. The Congress Director will establish a Congress committee which will organize
2. The Member organization will have complete financial responsibility for all aspects of the Congress organization. The Society does not provide any funds for this purpose. Although budgeting arrangements will differ from one member to

the technical program, the financial aspects, the secretarial work, the scientific exhibit, the technical tours, the social events, the program for family members, and attend to special tasks such as press relations, travel bureau relations, etc.

another, it has been customary that one-third of the Congress expenses is met by registration fees for individual participants, one-third by the fees paid by commercial exhibitors, and one-third by government subsidies with a total budget of about 3.5 million Swiss Francs.

3. In order to accommodate the Congress, the following physical facilities are required:
 - a. Hotel accommodation and restaurant facilities for approximately 2,000 persons with access to the meeting facility by public transport.
 - b. One large meeting room for the opening ceremonies and plenary sessions to accommodate approximately 2,000 persons with simultaneous interpretation in the official languages of the Society.
 - c. At least two meeting rooms for technical sessions with a capacity of approximately 500 persons in

each room, and with simultaneous interpretation capability for the official languages of the Society.

- d. One room with capacity of 200 to 300 and simultaneous interpretation for the General Assembly. This room may also be used for technical commissions provided there is no time conflict.
- e. Several smaller meeting rooms without simultaneous interpretation for other technical commission meetings.
- f. A small office for each of the seven Technical Commission presidents and secretaries.
- g. Small meeting rooms or offices to conduct the business of the Council of ISPRS. Typing and copying service for the President and Secretary General.
- h. An exhibit hall to accommodate a net commercial exhibit of about 3000 m².
- f. Exhibit space of about 1000 m² to accommodate scientific exhibits and poster sessions.

GUIDELINES FOR HOSTING A TECHNICAL COMMISSION

Ordinary Member organizations willing to host a Technical Commission should consider the following requirements.

1. The responsibilities and the main tasks of a Technical Commission are well defined in Statute XIII and Bylaw XIII of ISPRS.
2. The Member organization will have complete financial responsibility for all expenses incurred by the work of the Commission. Before submitting an application to the Society for a Commission, the Member must ensure that the necessary resources are available.
3. Members wishing to host a Technical Commission for the next four-year period shall submit an application to the Secretary General. It shall contain the name of the proposed Technical Commission President (TCP) and a provisional plan for financial arrangements.
4. The TCP should be able to spend considerable time on Commission work, especially during the months prior to the Symposium and the next Congress. The tasks of the Commission Secretary should be undertaken by a person who can work in close cooperation with the TCP.
5. It is essential that the Commission Board be provided with English speaking secretarial assistance. About 30 percent of the secretary's time will be needed for Commission affairs.

6. Technical Commissions are expected to host a Symposium in the second year between Congresses. The subject matter should be related to the field of the Commission. The Member organization must accept full responsibility for the financing of the symposium. Registration fees may be charged as appropriate. A technical exhibit may be arranged, preferably within the scope of the Commission, although exhibitors generally prefer to exhibit at the quadrennial Congress of the Society.
7. The TCP's must be free to undertake international travel. They will be expected to attend joint meetings with the Council of the Society three times between Congresses. Also it may be necessary to hold Commission Board meetings with Working Group Chairpersons. All travel expenses of the TCP must be financed by the host country.
8. ISPRS Council and Honorary Members, the Chairperson of the Financial Commission and the Editor of the ISPRS Journal are entitled to register at Commission Symposia and Working Group meetings free of charge.
9. One of the Technical Commissions is expected to invite Council to hold a meeting in conjunction with its Symposium. This meeting normally has a duration of three days. On one of these days, the seven TCP's (and Secretaries) will join Council. The joint session takes place preferably during the Symposium.

10. Four of the TCP's, together with the Society's representatives on the IUSM Executive Board, are voting delegates of the IUSM Council. This Council convenes approximately every three years. However, all seven TCP's are expected to attend these meetings.
11. Before the General Assembly of ISPRS decides to allocate a Commission to an Ordinary Member, the potential TCP shall present to the General Assembly the scientific and technical program for the Commission for the forthcoming four-year period.
12. The General Assembly will, in its election of Technical Commission hosts, consider the merits and experience demonstrated by the proposed TCP in activities such as Chairperson of a Working Group, author of an invited paper, etc.
13. The proceedings of each Commission Symposium shall be published in the prescribed format as a Part of the Volume of the *International Archives of Photogrammetry and Remote Sensing*.
14. The TCP's are asked to support the Editor of the "ISPRS Journal", for example, in soliciting technical papers, in serving as a referee of papers, in submitting of news and reports to the section editors, etc.
15. Furthermore, the TCP's are responsible for conformance by Working Group Chairpersons to the "Guidelines for Conducting a Working Group".

GUIDELINES FOR CONDUCTING A WORKING GROUP

The President of a Technical Commission (TCP) and the Chairpersons of the Working Groups should consider the following requirements:

1. The TCP shall be fully responsible for organizing the Working Groups and selecting the Chairpersons with consideration for the resolutions which have been approved by the General Assembly.
2. The TCP shall use his/her leadership to guide the Chairpersons in well defined directions with respect to the terms of reference.
3. The TCP shall suggest that the Chairpersons select active members of a Working Group after consideration of the talents and achievements of the members and the international balance of the group.
4. The Chairpersons shall be financially capable of attending the mid-term symposium of the relevant Technical Commission as well as the following Congress to report on Working Group activities.
5. Each Chairperson shall organize one or more small size colloquia or seminars, preferably in odd-numbered years but at least four months from the mid-term symposia between the Congresses, in cooperation with the TCP. The dates for such colloquia shall be approved by the President of the Society.
6. The Chairperson shall recommend to the TCP candidates to present invited papers at the mid-term symposium and/or the Congress.
7. The Chairperson shall report annually to the TCP according to Bylaw XIII, 13. In addition, the Chairperson shall submit written Working Group reports, both at the mid-term symposium and the Congress.
8. The TCP shall review and evaluate the activity of each Working Group and report to the Council annually.
9. The TCP may replace any Chairperson who has not been active and who has not contributed to the work of the Commission.
10. The TCP may reorganize the Working Groups in consultation with Council.
11. The TCP shall communicate with the Ordinary Member correspondents concerning the Working Group activities of the Commission.
12. The TCP shall organize a Resolution Committee before the beginning of a Congress, in cooperation with Working Group Chairpersons. The TCP shall submit a draft of resolutions to the First Vice-President in due time at the Congress.