

MINUTES, Joint Meeting: Council + TCP

Sept. 2, 2012, 09:00 - 12:30

**Room 214, Melbourne Convention and Exhibition Centre
Melbourne, Australia**

In Attendance:

President	Chen Jun (CJ)
Secretary General	Christian Heipke (CH)
Congress Director	Lena Halounova (LH)
First Vice President	Orhan Altan (OA)
Second Vice President	Marguerite Madden (MM)
Treasurer	Jon Philip Mills (JPM)
TCP Commission I	Charles Toth (CT)
TCP Commission II	Songnian Li (SL)
TCP Commission III	Konrad Schindler (KS)
TCP Commission IV	Jie Jiang (JJ)
TCP Commission V	Fabio Remondino (FR)
TCP Commission VI	Jinaya Gong (JG)
TCP Commission VII	Filiz Sunar (FS)
TCP Commission VIII	Sulochan Shekhar (SS), representing Vinay Dadhwal (VD)

Agenda

MINUTES

1. Opening

CJ opened the meeting and explained the necessity for this first meeting of council and TCP.

2. Approval of Agenda

Agenda was approved

3. Guidelines for hosting the Technical Commissions and Working Groups

3.1 Orange book

OA gives a short introduction of the orange book (distributed as part of the documents for this meeting), which is a guideline for TP and anyone who wants to be involved in ISPRS.

The orange book is available on the ISPRS web site and is the current operational manual of ISPRS. It was last revised when the Copernicus arrangement for publishing the proceedings came into place. It also includes a model contract for organizing a symposium and details about communication.

3.2 Web site

CJ and CH explain the new way to set up the web sites for TC and WG. The web editor Markus English (ME) will develop a Word template to be filled out by each officer and then returned to CH. The initial set up of the web pages will then be done by ME. Subsequently, TCs and WGs will receive editor rights for the sites and will be responsible for updating the pages.

KS suggests that WG web sites should be optional, and only necessary if a WG wants communicate more than what is available from the Commission web page in order to avoid duplication of work.

CH suggests that the template by ME should be available for further discussion. This will be the case during the Chengdu meeting in December. Criteria for the web pages should be that

- only relevant information needs to be posted by the WGs
- repetition of work and content should be prevented.

Action 12/2001 CH: to provide TCP with a template for setting up web pages, asap after receiving this information from ME.

3.3 WG Activities

CJ: WG should be active beyond organizing workshops, e. g. by preparing scientific papers, initiating books in the ISPRS book series, conducting benchmarks etc.

KS remarks that according to his experience books do not carry much recognition in the scientific community, as they are usually read only to a limited extent and thus rarely cited. JPM suggested that the book series should be kept, if and only if members desire such an activity. CH remarks that it would be a valuable exercise to search for somebody to write a good textbook. MM remarks that we should also consider the possibility to write/edit eBooks. CJ closes the issue by suggesting to first wait for the proposal of the new books editor Zhilin Li to be distributed before the next meeting in Chengdu in December.

Action 12/2002 CJ: to ask Zhilin Li to prepare a proposal for the book series and forward the proposal to CH by Sept. 15.

3.4 Approval of events

CJ explains Application Form for Organizing an ISPRS Event distributed as part of the documents for this meeting. This form is to be used to obtain permission to organize an ISPRS workshop, co-sponsor an event and use the ISPRS logo etc. CJ specifically

points out the requirement to publish all proceedings in connection with Copernicus (regulations distributed as part of the documents for this meeting)

Furthermore, he mentions potential donations to the foundation, and the necessity for providing a set of proceedings and a meeting report to CH.

CH mentions that such reports should contain the results of the meeting, not just a list of presenters and session/paper titles. If possible they should also contain photos. It is best, not to have them written by the event organizers, but by participants. In this way the reports can serve as an independent evaluation of the activity. It is the responsibility of event organizers to solicit such reports. Experience has shown that participants who view the task as a building step in their career are more likely to agree to fulfill this task.

4. Formation of Working Groups

All Commission presidents present the preliminary status of their WG plans.

For each WG there is a short discussion:

- | | |
|-----------|---|
| Com. I | take into account the topic of small satellites and the connection to ION |
| Com. II | connection to GIScience should be strengthened |
| Com. III | representation of CV community should be increased where possible |
| Com. IV | no further comments |
| Com. V | no further comments |
| Com. VI | VI/4 may only attract few people, think about integrating the activities with VI/5 - consult student consortium on this issue |
| Com VII | no further comments |
| Com. VIII | titles of WG should be focused enough to have a good base for WG activities |

In the following discussion further points were raised by Council members:

- it is ISPRS policy that the current TC terms of reference can be slightly modified if needed, decision will be taken in the Chengdu meeting in December.
- a TCP can appoint a maximum of one vice president and one secretary; a WG should have a max. of 1 Chair, 2 Co-Chairs and 1 secretary and each officer can hold one position only. Exceptions from these rules need a very sound justification and approval from Council.
- from earlier experience eight WGs in one commission is an upper limit for proper TC management. Also, further attention should be given to the connection to sister societies, in particular to EuroSDR.
- in each WG there should be at least one officer who is committed to ISPRS, has good communication skills and enough time and financial resources to carry out the work, incl. participation in the symposium and the next congress. Contribution to and participation of the WG officers in the symposium (incl. the business meetings) and the next congress are essential for ISPRS. One way to find out about the commitment of candidates for office is to solicit information from them, e.g. CV, suggestions for activities to be carried out, draft terms of reference, written commitment that the potential officers will attend the meetings etc.

- WGs will be evaluated at the symposium. If necessary, officers who have difficulties in doing the work may be replaced by Council in cooperation with the involved TCP.

Action 12/2003 TCPs: to send updated version of TC terms of reference, list of planned WGs incl. names and contact details of WG officers, WG terms of reference, plans of activity etc. to CH by Oct. 31.

5. Meetings

5.1 Joint Meetings with Council

CJ explains that there will be one Joint Meeting of Council and TCP per year. It is necessary for Council and all TCP to attend these meetings.

The 2012 meeting will take place in Chengdu, China from Dec. 3-7, TCP are supposed to attend from Dec. 4-6. A scientific seminar will be held at Chengdu University, probably on Dec. 5 (details will follow). TCPs are asked to actively participate in this seminar by presenting latest scientific results. Financial support for TCPs (accommodation and meals) is being negotiated with the local host.

The 2013 meetings will be scheduled shortly. In 2014 the joint meeting is scheduled to take place in conjunction with the last symposium, possibly the TC I symposium in Denver. In 2015 the Joint meeting is scheduled to take place in Prague, the next Congress venue. There will be a further JM around March-April 2016 to finalise the preparations for the next congress.

In addition there may be tele-conferences. e.g. by Skype.

Action 12/2004 CJ: to solicit detailed information about Chengdu meeting from local host and distribute it to CH asap.

Action 12/2005 TCPs and Cnl: to confirm their attendance and to inform CH about potential presentation titles for the seminar by Oct. 31.

5.2 Mid-term symposia

The preliminary version (distributed to all participants) is discussed, various changes are suggested (current version see [Appendix A](#)).

During each symposium, a business meeting with WG chairs and co-chairs needs to be organized and chaired by the TCP.

The orange book contains a model contract for the symposia. TCPs should study this model contract and suggest changes. Upon finalization the contract will need to be signed by the ordinary member the TCP belongs, the TCP and the Council.

Action 12/2006 TCPs: to suggest final dates for the symposia to CH by Oct. 31.

6. Communication

6.1 Communication addresses and codes

CM and TCPs are to provide additions to the list of address details for TCP and TC officers (vice pres., board members, secretary etc.) to CH (current status see [Appendix B](#)). The mobile numbers are to be considered confidential.

OA introduces the ISPRS communication codes. He points out that they are helpful for organizing files and may also be useful for e-mail exchange and archiving. The decision whether to adopt the codes for personal use will be taken by each individual.

Action 12/2007 CM + TCPs: to provide required contact information to CH by Sept. 15.

6.2 Annual reports

CJ explains the annual TC report, he suggests consulting the orange book for further details. For 2012, the work will be done together with the outgoing presidents.

The degree of detail may differ, repetition with other reports is to be avoided.

6.3 Reports for approved ISPRS meetings

(has already been dealt with in 3.4 above)

7. Any other business

FS asks how to represent ISPRS at meetings of other societies. CJ explains that Council will nominate TCPs to participate in events individually and then provide all necessary information. Overheads depicting general information on ISPRS (mission, vision, aims, structure, etc.) will be prepared by CH and distributed to Council and TCP.

TCP should prepare general slides per Commission and share these with Council and other TCPs.

Action 12/2008 CH: to distribute general ISPRS slides to Council and TCP by Oct. 31.

Action 12/2009 TCPs: to distribute Commission slides and send to Council together with the refined suggestion for WG structure and officers by Oct. 31.

8. Close

CJ closes the session.

Appendices.

Appendix A: draft dates and locations for inter-symposia

Appendix B: draft of contact details for TCP and TC officers

Appendix A

Planned timing and location for Mid-term Symposia in 2014

(note: information is preliminary and subject to change)

TC	Date	Location
I	Nov. 17-20	Denver, USA
II	c. 24-26 Sept.	Toronto, Canada
III	c. 5-8 Sept.	Zurich, Switzerland
IV	14-16 May	Hangzhou/Xian/Nanjing/Harbin/Guilin, China
V	24-27 June	Riva del Garda, Trento, Italy
VI	19-21 May	Wuhan, China
VII	Sept. 12-15	Istanbul, Turkey
VIII	TBA	Kochi/Jaipur/ Chennai, India

Appendix B

New Council and TCPs (2012-2016) Correspondence					
Position	Name	Email	Postal Address	Tel./Fax/Mobile	Skype Name
Council					
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