

# CMBei – Minutes

## ISPRS COUNCIL MEETING Beijing, 30<sup>th</sup> March to 4<sup>th</sup> April 2004

### MINUTES

#### Attendees

President	John Trinder (JT)
Secretary General	Ian Dowman (ID)
First Vice President	Lawrence Fritz (LF)
Congress Director	Orhan Altan (OA)
Treasurer	Ammatzia Peled (AP)

In attendance for some items:

Editor of ISPRS Journal	Manos Baltsavias (EB)
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**Apologies** were received from Gerard Begni

#### 1. Opening

JT welcomed Council to the meeting and thanked them for coming. He noted that the Congress and the establishment of the ISPRS Foundation were the most important issues.

Apologies had been received from Gerard Begni who had been detained on company business at the last moment..

#### 2. Approval of Agenda

The draft agenda was approved and it was noted that the first meeting of the Board of Trustees on the ISPRS Foundation would be held at 14.00 on the first day.

#### 3. Review of minutes of last meeting in Istanbul

ID reviewed the minutes of the last meeting and the following matters arising were noted:

- Item 3. Discussions with FAO had not progressed.  
A letter had been received from the International Geodetic Students group thanking ISPRS for support for the meeting in Dresden.
- Item 4.3 There had still been no action on the Geospatial Workforce Development, this would be discussed at the Joint Meeting.
- Item 12.8 LF had attended the US Commercial Remote Sensing Conference and reported that this had been a useful meeting and that ISPRS had received some exposure. It was agreed to support this event in the future.

#### 4. Policy Matters

##### 4.1 Foundation

A meeting of the Board of Trustees was held on Wednesday 30<sup>th</sup> March, [see separate minutes].

The fund raising drive was discussed. It was agreed that regional centres were needed as post boxes and that initially these should be in Europe, Asia and the USA. The following actions were agreed:

The Foundation would be promoted at the Congress in the following manner:

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- A Display and Booth
- Stick on labels reading 'I gave to the ISPRS Foundation' to be sold.
- An inaugural event on Tuesday 20<sup>th</sup> 17.30 – 18.00, with snacks for about 200 people. Invitations to go to delegates, members, donors, exhibitors.

## 4.2 Registration of ISPRS

LF tabled a note on the 'Legal status of ISPRS' which had been provided by ICSU in 1998.

LF summarized the situation regarding registration if Austria is successful in requiring ISPRS to register in Vienna:

1. ISPRS will have to de-register in the USA and follow a path which is described by the lawyer as 'a nightmare'.
2. If ISPRS has to deregister from USA, the Foundation would also have to deregister because it cannot transfer from one country to another.
3. A new Foundation entity would need to be developed according to the laws of the country in which it is founded.
4. Someone who is familiar with Austrian law, accounting, etc. must be found to prepare to set up a new Foundation.
5. Both of these actions would require a significant amount of work and expense.

## 4.3 Contracts - wording in Contracts re applicable law.

LF reported on a meeting with the lawyer to review the contract with members to host Technical Commissions and run the Congress. We need to keep contracts as 'crisp' as possible. Suggested changes were tabled and these need to be incorporated into contract. It was noted that the letter of 11.12.03 from R Kovelant is useful for informing people of the legal position of ISPRS arising from registration in Maryland, and should be used as the basis for a note on the ISPRS website to explain this.

LF proposed that R Kovelant becomes the ISPRS lawyer and that his address becomes the legal address of the Society. Council agreed on this and also that the SG would be the normal point of contact. The lawyer then becomes the Resident Agent. A letter of agreement has already been signed with accountant.

## 4.4 Marketing and publicity

It was agreed that press releases from the Congress to be handled by the Congress Director and/or the newsletter publisher.

## 5. Congress

### 5.1 Preparations for Istanbul Congress

OA reported on activities since the last meeting. No major problems were reported. The record number of abstracts received was noted as a good indicator of attendance. Council discussed a number of items:

Council needed to carefully plan its activities during the Congress period and a schedule was necessary.

TCPs had ranked the submissions for the Young Authors Award and Council would select the final winners. JT to inform the winners and make sure they would be attending, AP to arrange payment.

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There was space available in the exhibition and members should be reminded of the of the discount available for members.

Council reviewed the allocation of rooms for administration, technical sessions, posters and the exhibition, and agreed to the proposals.

OA provided a list of applications for travel grants and described the policy for allocating these. ITC would also be supporting travel from funds made available from the Amsterdam Congress.

The Opening and Closing ceremonies and the Gala Dinner were discussed in detail. It was emphasized that TCPs must stick to time in their summaries.

The Awards would be presented according to the schedule agreed at CMIst. Citations would not be read in full but would be given in a single book. This would be in A5 format, 12 pages + cover, on good quality paper with 1 page per citation. JT would compile this by 10<sup>th</sup> May. OA would print it.

OA circulated a list of people eligible for free registrations. This included Council, Honorary Members, members of the Joint Board and Plenary Speakers. TCPs would also be given free registration.

## 5.3 Agenda for GA

5.3.1 Strategy for managing the issue of registration in the general Assembly. Council discussed how to cover the whole issue of registration of ISPRS. This included the ratification of Council's decision to register in USA and the proposal from Austria to change the Statutes and Bylaws to enable registration in Vienna. It was decided to cover registration as a separate agenda item. JT would make an initial presentation on the background and invite discussion on a motion to ratify registration in Maryland and the approve the proposed changes in the Bylaws to facilitate this.

After the conclusion of this item the motion to rescind the Bylaw change to allow Registration in Switzerland would be put.

### 5.3.2 Registering delegates.

ID would do this at the times agreed. He required information on the issue of badges and voting slips.

## 5.4 Programme of business meetings (Joint Board, etc)

Business meetings were discussed at various points in the agenda. ID would compile the information for Council. And would also prepare a schedule for Council.

## 5.5 Additional responsibilities of Council

JT noted the following responsibilities to be noted:

1. Votes of thanks to hosts at Social Functions.
2. Presentation of young author awards at sessions.
3. Presents to Council and TCPs, JT and ID handle this.
4. Attendance at Youth technical Session and at Panel.

## 6. Review of Commission activities

Council reviewed the reports of the TCPs at the Joint Meeting.

It was agreed that there is a need to monitor appointment of chairs of sessions to make sure that they are present at Congress. (See JMIst )

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## **7. Statutes and Bylaws**

- 7.1 It was noted that ID had distributed the changes proposed by Council and by Austria to Members.
- 7.2 **Numbering of Commissions**  
Council discussed whether to change the numbering of Commissions at the GA. LF noted if changes were made that they should be significant so that there would be no need to change them again. LF also noted that ideally commissions should be referred to by topic rather than by number. After some discussion Council decided that the numbers of commissions should not change at present.
- 7.3 **Journal**  
Council considered a proposal from EB that the Bylaws should be revised to restrict transfer to third parties of ownership and title of publications of the Society to decisions by the General Assembly. Council decided that this was not a matter for inclusion in the Bylaws. It should however be included in the Green Book.
- 7.4 AP proposed that Bylaws be changed to make members pay for Congress year before giving voting rights. Council agreed to this change.
- 7.5 It was proposed that CIPA be added as a permanent committee in Bylaw VII. It should be entered as: CIPA – Heritage Documentation. Council agreed.

## **8. ISPRS Membership**

- 8.1 **Ordinary Members**
- 8.2 **Associate Members**
- 8.3 **Regional Members**  
ID reported that CRTEAN had been admitted by Ballot.
- 8.4 **Sustaining Members**  
ID reported applications for membership from ScanEx and Geoinformatics, these were approved.  
A resignation had been received from Storage Tek.  
The National Hydraulics research Institute of Malaysia (NHRIM) had never paid and were deleted.
- 8.5 **Action on overdue members.**  
Following extensive discussion at previous meetings, and intensive efforts by the Treasurer, including letters to embassies, which had drawn some response, it was decided that a number of members would be deleted at the General Assembly if their subscriptions had not been paid up to date.

## **9. ISPRS Publications**

### **9.1 ISPRS Bulletin**

ID presented the proposals received in response to the request for proposals and these were discussed by Council. Council agreed that GITC should be offered a 4 year contract with a 2 year review.

It was agreed that the distribution policy should be reviewed – LF put forward proposals for distribution and ID would prepare a new distribution policy document. In addition a change of address card would be placed in Highlights once a year. It

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was also agreed that an email to be sent out to non subscribers when Highlights was placed on web site.

It was agreed that a reader survey questionnaire be prepared and circulated with copies of Highlights distributed at the Congress. OA would organize the analysis of the responses. A prize would be offered for the winner of a draw of all completed questionnaires.

It was agreed to hold an open meeting at the Congress on Publications. This would be held on Tuesday 20<sup>th</sup> July 13.30 – 14.30.

It was noted that the Congress contract should contain a clause that the Congress Director should provide a booth at Congress for Highlights publisher.

## 9.2 Journal

### 9.2.1 Report from Editor in Chief

EB tabled a report on the Journal.

EB confirmed his intention to conclude his appointment as editor at the end of 2004. Council discussed the appointment of a new editor and the transfer from EB. A new editor should be appointed by September in order have a hand over period,

EB reported that there is a delay in the theme issue on GIS but that this and other issues would be produced before the Congress.

Helava Award. EB reported that due to various delays the 2<sup>nd</sup> phase of the last (4<sup>th</sup>) year, was entered on March 27th. EB estimated that a final decision would be made by the end of April. Council should decide on the composition of the 2<sup>nd</sup> jury to make the final decision. EB proposes that the 1<sup>st</sup> jury should do this, with Council ratifying its decision. Council agreed to this. The ToRs would need to be changed.

The Silver plaque for Istanbul is ready, but the name and year are still to be engraved. Certificates would be arranged by EB.

A letter of appreciation to jury members should be sent by JT in May. The election of new jury should be made by the new Council after Istanbul. There was the possibility that existing jury members could continue.

EB introduced a number of additional topics for discussion.

- Archives - EB suggested that workshop proceedings be compulsorily produced in the Archives and that all electronic archives should be held at ETHZ. This would require a change of culture so that softcopy is the major output. A large database of papers could be set up – with a proper search engine. It was agreed to adopt this policy and to produce new guidelines for TCPs and WG chairs.
- EB also suggested a common electronic depository including material from Regional and other ISPRS members.

JT thanks EB for very good job as Journal editor.

### 9.2.2 Renewal of contract

JT reported on negotiations to date and noted that Article 6.2 still needs clarification. JT will follow up. Article 9.4 also requires clarification.

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Council agreed to signing the contract after these issues had been settled to the satisfaction of JT.

Council thanked EB for his efforts in renegotiation of the contract, especially the rights to retain the title and the subscription list.

## 9.2.3 Marketing policy

It was agreed that publicity for the Journal be carried out at the Congress, and that a marketing policy should be discussed by the new Council.

## 9.3 Home Page

ID reported that EB and Fabio Remondino (FR) had introduced changes to web pages to help navigation. It was noted that FR will be finishing soon at ETH and that Council needs a situation report from FR and names of a possible replacement. Council felt that it was desirable to continue the web site at ETH.

Council thanked FR for his excellent work as webmaster.

## 9.4 Archives

ID introduced list of Archives, and noted that not all volumes approved had been produced.

Following the discussion recorded at 9.2.1 it was agreed that it is strongly recommended that in future all workshop proceedings should be published on web. The guidelines in the Orange book must emphasise that authors must be informed of this early in the process.

## 9.5 Book series

the Book Series editor, Maxim Shoshany, had provided a report on the Book Series which was approved by Council. It was desirable that all of council be kept in touch with developments of the Book Series. See also the discussion at the Joint Meeting with TCPs.

## 9.6 Green Book

No action was reported except for a few additional items.

## 9.7 Database and Blue Book

This was still being updated and revised.

The software needs to be placed on web for access by Council only.

## 10. Financial Affairs

### 10.1 Report on status

LF tabled the Annual Tax Exemption return prepared by Cheryl McMurray for the IRS. AP has a softcopy which can be made available to Council.

AP introduced the Financial Report for 2003, which was a 9 month report, following the change in Fiscal year.

Council approved the report to be sent to Finance Commission.

In order to make it clear that ISPRS Council members were not solely supported by ISPRS funds, AP would include other income in his report.

### 10.2 Scientific initiatives

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AP reported that he had circulated all WG chairs but had received no applications. The fund stood at SwFr30,000 and Council agreed that it should remain at that level for the time being.

- 10.3 Unit of subscription  
JT proposed that unit of subscription remain at SwFr100. Council agreed.

## 11. Awards

- 11.1 Status of terms of reference and finance  
LF reviewed proposed changes to the awards policy. These reflected efforts to obtain consistency and changes in practice. Council agreed to these changes.

LF also reviewed changes to terms of reference for awards. Council approved the changes and made changes to the draft for the new Wang Zhizhuo Award.

LF reviewed tasks to be done before and at Congress relating to awards.

- 11.2 Status of nominations  
JT reviewed the table of awards and Council approved those awards already decided by juries.

## 12. Relations with International and other Organisations

- 12.1 Joint Board  
AP raised the question of whether the membership of this group was correct. It was agreed to keep status quo.
- 12.1 ICSU  
ID introduced a report on the ICSU Unions meeting which he had attended. It was agreed that ISPRS continues to contribute to the Health and Wellbeing initiative, and that we also join the GeoUnions group. ID would attend the next meeting of this group to be held in Boulder Co, at the beginning of September.  
The new TCPVIII should be encouraged to participate in the International Polar year.
- 12.2 United Nations  
All NGOs had been asked to contribute to the operating fund of the UN NGO/DPI (Development of Public Information) Executive Committee. Council decided not to make a contribution on the grounds that the committee had little relevance to ISPRS.
- 12.4 COSPAR  
ID reported that ISPRS is now a member of COSPAR. We are able to attend the COSPAR Council meetings but would be unable to attend the next meeting as it clashed with the Istanbul Congress. We will collaborate on the dates of Congresses in future. Council decided that a representative should attend COSPAR Council meetings to assess the relevance to ISPRS and how we should be represented in future.
- 12.5 CRTEAN  
Should contribute to the meeting in Algiers in May through ID, and to the meeting on High Resolution Satellite Data in 2005. This could be done through a 'new' WG if this was set up.
- 12.6 CIPA  
Revised draft Statutes and Bylaws had been received, JT would review these.  
OA reported on the Antalya Symposium which was successful and good experience for the Istanbul Congress.

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## 12.7 Others

ID had received a request for Digital Earth agreed to have a special session at the Congress. They had also requested an opportunity to show a presentation at the Congress, it was decided that they could do this at the special session or could hire a booth.

LF reported that he had been in contact with the Co-ordinate Measurement Systems Committee, and that they were not able to sign a MoU with ISPRS.

## 13. Review of Strategic Plan and future priorities

ID introduced a paper setting out priorities for Council in the next quadrennium. Council discussed this and ID would revise it for discussion by the new Council

## 14 Reports from Council

Reports on the activities of Council members were received.

## 15. Nominations for Council and TCPs

The current status of nominations was reviewed. Council was disappointed that more nominations had not been received for Commissions. Possible candidates for Commissions II and V had been discussed at the Joint Meeting with TCPs and it was noted that TCPs and Council would contact potential candidates.

It was noted that not all applications fulfilled the requirements set out in the guidelines and that more details were required. Council reaffirmed the possibility of interviewing candidates if insufficient information was provided.

The candidates for Congress could have access to members through the website, but ID would provide an up to date list of member contacts.

All bids for Commissions and Council nominations will be put on the website immediately with links to local urls. It should be noted that bids are still open for Commissions.

## 16. Review of Actions

16.1 ID reviewed the actions items from previous Council meetings.

16.2 ID reviewed new actions from this meeting.

## 17. Other Business

There was no other business.

## 18. Next Council Meetings

The next meeting of Council would be at Bursa, Turkey from 8<sup>th</sup> to 12<sup>th</sup> July.

ID reported that Shunji Murai had invited Council and TCPs to Chang Mai for a Joint meeting on 22 – 26<sup>th</sup> November 2004. Council considered that it would be preferable to hold this meeting earlier but that if no alternative was available, the meeting should be held in Chang Mai, but with working groups already formed.

## 19. Close