

**International Society for Photogrammetry and Remote Sensing**



**Manual of Operation for ISPRS Technical  
Commissions and Working Groups**

**(Orange Book)**

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## FOREWORD

This Manual has been prepared to assist ISPRS Technical Commission, as well as Working Group officers to work within accepted ISPRS guidelines that govern its operation. It brings many of the guidelines together in one volume for easy reference, including those related to the responsibilities of ISPRS officers, publications to which officers are expected to contribute, and guidelines for the preparation, publication and distribution of *The International Archives of the Photogrammetry, Remote Sensing and Spatial Information Sciences* and the *ISPRS Annals of the Photogrammetry, Remote Sensing and Spatial Information Sciences*. Since the contents of this manual will evolve over time, it will be updated when appropriate.

Christian Heipke  
ISPRS President

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## INTRODUCTION

ISPRS is an international non-governmental organisation that enhances international cooperation between the worldwide organisations with interests in the photogrammetry, remote sensing and spatial information sciences. Established in 1910, ISPRS is the oldest international umbrella organisation in its field, which may be summarized as addressing “information from imagery”. The Society operates without discrimination on the grounds of race, religion, nationality, or political philosophy.

The scientific and technologic activities of ISPRS are the responsibility of the Technical Commissions (TCs) and their nominated Working Groups (WGs). The Ordinary Member organisation selected to host a Technical Commission is elected by the General Assembly at each quadrennial ISPRS Congress. Ordinary Members submit bids for hosting a TC for a four-year term. Guidelines describing the responsibilities of Ordinary Members that take on this responsibility are given in section 2. Working Groups are appointed by the Technical Commissions, following approval by the ISPRS Council. Guidelines for the conduct of a WG are found in section 3 of this manual.

In conducting its work, TCs and WGs organise ISPRS events and ISPRS co-sponsored events. ISPRS events are those primarily organised by ISPRS, including the

TC Symposia, the Geospatial Week (a workshop bundle) and individual workshops, usually conducted by one or more WGs. ISPRS also co-sponsors events organised by other parties, if such co-sponsorship serves the aims of the Society.

This manual presents information on:

- the responsibilities of the ISPRS Technical Commissions and Working Groups and procedures to ensure efficient operation;
- the relationships between the Technical Commission President (TCP), the Vice-President and the WG officers (Chairs, Co-Chairs, and secretaries);
- the responsibilities of WG officers;
- arrangements for ISPRS events and ISPRS co-sponsored events;
- the ISPRS publication policy;
- relevant ISPRS guidelines and general ISPRS procedures.

The manual is intended to ensure that such a diverse organisation as ISPRS is able to operate in an efficient manner, with all contributing parties being aware of the accepted responsibilities, procedures and conventions operating within the Society. It is also placed on the ISPRS Home Page ([www.isprs.org](http://www.isprs.org)).

## TECHNICAL COMMISSIONS

### 1. Introduction

Technical Commissions (TCs) are hosted by Ordinary Members. Members wishing to host a TC should submit an application to ISPRS according to the instructions given in this section. Council will welcome applications from two members to jointly host a TC, or for separate hosting of TCs, but joint organisation of Symposia. Members making an application must be fully conversant with the responsibilities of hosting a TC and of the responsibilities and the duties of the Technical Commission President (TCP) and the Vice-President of the Commission (Vice-TCP) as set out below.

### 2. Major Responsibilities of Technical Commissions

The responsibilities and the main tasks of a Technical Commission are defined in Statute XIII and Bylaw XIII of ISPRS.

The member organisation will have complete financial responsibility for all expenses incurred by the work of the Commission. When submitting an application to ISPRS for hosting a Commission, the member must demonstrate that the necessary resources are available.

Technical Commissions are expected to host a Symposium between Congresses.

The TCP and the Vice-TCP should be able to spend considerable time on Commission work, especially during the months prior to the Symposium and the next Congress. TCP and Vice-TCP agree on how the work load is to be shared. The overall responsibility for running the TC rests with the TCP.

It is essential that the Commission be provided with English speaking secretarial assistance. About 30% of the secretary's time will be needed for Commission affairs. The tasks of the Commission Secretary should be undertaken by a person who can work in close cooperation with the TCP.

The TCPs and the Vice-TCP must be free to undertake international travel. Once of them is expected to attend annual joint meetings (JM) with the ISPRS Council between Congresses. They will also be expected to attend a planning meeting of one or two days immediately after the Congress and all applicants must plan their travel schedules to allow for this possibility. In addition, it may be necessary to hold Commission Board meetings with Working Group officers. All travel expenses of the TCPs and Vice-TCPs must be financed by the host member(s).

The host member(s) will be required to sign a contract with ISPRS. This will set out the responsibilities of both parties. A model contract is provided in appendix 1.

### 3. Applying to Host a Technical Commission

Members wishing to host a Technical Commission for the next four-year period shall submit an application to the ISPRS Secretary General at least four months before

the Congress. The application shall contain the following information:

- name(s) of Ordinary Member(s) making the application;
- names of the proposed Technical Commission President (TCP) and Vice President (preferably from another Ordinary Member) and the Scientific Secretary (max. one each);
- a provisional plan for financial and management arrangements;
- a provisional plan for technical meetings (Symposium, contribution to Geospatial Week, workshops etc.);

Before the General Assembly of ISPRS decides to allocate a Commission to an Ordinary Member, the proposed TCP shall present to the General Assembly the details of the proposal as set out above.

In electing the Ordinary Member or group of Ordinary Members to be entrusted with the responsibility for the work of a Commission, the General Assembly shall take into consideration all relevant factors, including in particular:

- the various candidate Ordinary Members willing to undertake the responsibility;
- the scientific and technical ability available to each candidate;
- the professional standing and ability of the persons proposed as TCP and Vice-TCP;
- the ability and willingness of each Ordinary Member and other organisations in its country to support the Commission;
- the programme of Commission activities proposed by the Ordinary Member(s) and in particular the Working Groups, their officers and the events contemplated.

Council will review the applications for hosting a Technical Commission and may interview applicants in person or by telephone conference prior to the Congress, in order to clarify aspects of the proposal and to ensure that their proposals meet the expectations.

Elected TCPs will be required to attend a joint meeting with Council immediately after the Congress. Applicants will be notified of the dates of that meeting before the Congress.

### 4. Symposia

Technical Commissions are required to hold a Symposium between Congresses (see appendix 1). TCPs are encouraged to consider joint Symposia with other TCs and to consider whether the Symposia can be organised together with a regional event.

The subject matter is to be related to the field of the Commission(s).

A technical exhibit may be arranged, preferably within the scope of the Commission.

The financing of the Symposium is the sole responsibility of the Ordinary Member hosting the TC. Registration fees may be charged as appropriate. An ISPRS surcharge equivalent to 10% of all paid Symposium registrations will be imposed to contribute to the costs of running the Society and improving ISPRS activities.

The schedule of all Symposia is approved by Council at the post Congress Joint Meeting. Council requires a draft programme for Symposia and major workshops to be presented and approved at that Joint Meeting which will be held in the autumn of the Congress year.

Each commission shall publish the scientific and technical contributions submitted to the Symposium. Both a review process based on submitted abstracts and a full-paper double-blind review process are to be offered to the authors. Abstract reviewed proceedings shall be published in *The International Archives of the Photogrammetry, Remote Sensing and Spatial Information Sciences*, contributions accepted after full-paper double-blind review shall be published in the *ISPRS Annals of the Photogrammetry, Remote Sensing and Spatial Information Sciences*. Instructions for publication are given in appendix 4.

ISPRS Council has signed a contract with the publisher Copernicus GmbH. The contract covers the publication of camera-ready pdf-files of all papers on the ISPRS web page. These papers need to be formatted according to the ISPRS Guidelines for Authors (see appendix 5); TCPs are responsible that the guidelines are followed.

This contract is binding for all organisers of ISPRS events, including Congress, Symposia and the Geospatial Week, to ensure consistent publication of ISPRS proceedings. A separate agreement must be established between organisers of each ISPRS event and Copernicus GmbH.

## 5. Working Groups

Once elected, TCPs are responsible for the preparation, planning, management and reporting of the Commission's work for the following four years. Much of this work is carried out through Working Groups (WGs).

Each WG may have a 'Chair', one or two 'Co-Chair(s)' and a 'Secretary'; these are the WG officers. Preparation for selection of WG officers and the determination of Terms of Reference (ToR) must commence at the Congress at which the TCs have been elected, taking into consideration the Resolutions approved at the Congress for the Commission, and preferably in consultation with the outgoing TCPs. The selection of WG officers and WG ToR must be finalised for presentation and approval by Council at the JM of TCPs and Council in autumn following the Congress.

All candidates for WG Chairs and Co-Chairs must sign a letter (see end of this section) accepting these guidelines as conditions of appointment by Council for a period of four years.

TCs should take advantage of the inter-disciplinary nature of ISPRS scientific activities and the resulting opportunities for enhancing the activities of their Com-

mission by encouraging their WGs to include researchers from related inter-disciplinary areas. Inter-disciplinary keynote papers and/or sessions should also be included in Commission Symposia. TCs should also encourage joint activities with other WGs and with other cognate organisations.

WG officers should be selected on the basis of:

- recognition of their talents and scientific achievements;
- their ability to manage and direct the activities of the WG for the four year period;
- their ability to independently fund the operations of the WG, including holding WG meetings during the years between Congresses and Symposia;
- their acceptance of the requirement to attend the Symposium of their Commission, The Geospatial Week and the Congress during their period of tenure of the WG and to present papers on the topics of the WG;
- an inter-continental representation.

WGs will be numbered according to their Commission in Roman numerals, followed by the WG number in Arabic numbers. For example, WG II/6 refers to Working Group 6 in Commission II.

Intercommission (IC) WGs may be approved if considered useful by Council; in this case the responsibility for the management of the ICWG must be taken by a nominating TC. the number of this TC will come first, e.g. the responsibility of IC WG IV/I is with TC I.

In the process of approving the plans for the WGs, Council will take into consideration the overall structure of the WGs, their ToR and the selection of WG officers according to the above requirements. The proposed WGs, modified where appropriate, will normally receive Council endorsement at the JM following the Congress.

TCs shall review and evaluate the activity of each WG and report to the Council annually. TCs may replace, in consultation with the Council, any WG officer who has not been active and who has not contributed to the work of the Commission. TCs may also reorganise the WGs in consultation with Council.

## 6. Geospatial Week

The ISPRS Geospatial Week (GSW) is a combination of workshops organised by various ISPRS Working Groups and possibly other parties active in areas of interest of ISPRS. It is convened by a local organisation, led by the GSW Director, at a common location. The GSW is held biennially in odd years, preferably in the September/October timeframe; for more details see Appendix 10.

TCs are expected to contribute to the programme of the GSW but helping to attract scientific papers and by encouraging their WGs to organise workshops as part of the GSW.

## 7. Reporting and Communication

TCPs must attend the annual JM of the Technical Commissions and the Council to report on Commission activities and problems that may arise in the operation of the WGs, and to coordinate plans for the Symposia and the Congress. If necessary, the Vice-TCP can attend the meeting in place of the TCP.

TCs must report on the implementation of the Resolutions of their Commission at the JM held in the year of the Symposium.

TCs are required to contribute to the Biennial Report (see appendix 6), and are to ensure that summary reports of their Commission and WG events are submitted promptly for publication in *ISPRS eBulletin*.

## 8. Publications and ISPRS Home Page

The proceedings of the Symposia must be published as a Volume of *The International Archives of the Photogrammetry, Remote Sensing and Spatial Information Sciences* (for submissions accepted based on abstracts) and/or the *ISPRS Annals of the Photogrammetry, Remote Sensing and Spatial Information Sciences* (for submissions based on full-paper double-blind review), see also appendices 4 and 5.

The TCP and Vice-TCP are expected to seek high quality scientific papers suitable for publication in the *ISPRS Journal of Photogrammetry and Remote Sensing* and the *ISPRS International Journal for Geo-Information* at their Symposia and WG meetings, and provide, in consultation with the journal Editor-in-Chief, papers for at least one theme issue on topics related to their Commission during the four year period of their tenure.

TC and WG officers are expected to collaborate with the journal editors in publicising the journals at Symposia and workshops and to assist the participation of the editor in these meetings.

The TC and WG officers are expected to submit news items for publication in the *ISPRS eBulletin* to the Secretary General, who edits the *ISPRS eBulletin*. TCPs are entitled to place up to five free advertisements of their Symposium in the *ISPRS eBulletin*.

TCs are required to develop and maintain their own home pages, see appendix 7 for details. The provision of links between Commission, potential WG home pages and the ISPRS Home Page, and vice versa, must be coordinated with the ISPRS Web Master.

## 9. Recommendations on ISPRS Awards

The ISPRS presents major awards at each Congress, including Young Author Awards for authors of papers at the Congress who are younger than 35 years of age, the Best Poster Award and The President's Honorary Citation

to WG officers for outstanding performance during the four year period.

TCPs are expected to propose recommendations for candidates for the major awards in accordance with the ISPRS Awards documentation provided at the following link: [www.isprs.org/society/awards/awards\\_policy.aspx](http://www.isprs.org/society/awards/awards_policy.aspx)

TCPs are required to assess papers submitted for the Young Authors Awards, to select best posters per Commission based on presentations during the Congress and to nominate candidates for The President's Honorary Citation, for details see the ISPRS web page.

## 10. Resolutions for the Congress

TCs are responsible, in cooperation with the First Vice President, for the compilation of scientific and technical resolutions that are presented to the General Assembly at the Congress for approval. The TC shall organise a Commission Resolutions Committee in cooperation with WG officers and prepare draft scientific and technologic Resolutions for consideration at the last JM before the Congress. TCs shall submit a final draft of Resolutions to the First Vice President in due time for review by the ISPRS International Science Advisory Committee (ISAC) prior to the Congress. The format and schedule for the preparation of the resolutions are outlined in appendix 8.

## 11. Other Responsibilities of TCPs

TCPs are to keep the Secretary General promptly informed of all address changes of officers in their Commission and its WGs.

ISPRS Council and Honorary Members, the Chairperson of the Financial Commission and the editors of the *ISPRS Journals* are entitled to register at TC Symposia and WG meetings free of charge. It is expected that free accommodation will be provided to Council during the TC Symposium.

One of the TCs is expected to invite Council and TCPs to convene a Joint Meeting in conjunction with its Symposium. These meetings are normally scheduled for the last Symposium in the year and last for three to four days. Reports on Symposia, assessment of the performance of the Commissions and planning for the forthcoming Congress are important items of consideration at that JM.

TCs are responsible for ensuring conformance by WG officers to the "Guidelines for Conducting a Working Group", see below.

The TC II President, or a Council designee, will be an ex-officio member of the CIPA Committee, and as such will be required to attend the biannual meetings of the CIPA Committee.

## Working Group Officer Commissioning Form

### Working Group Responsibilities and Tasks

ISPRS Working Groups (WGs), under the direction of the respective Technical Commissions, are responsible for the scientific work of the Society. Chairs and Co-Chairs of WGs are expected to lead the activities of the WG according to its Terms of Reference, which have been approved by the ISPRS Council. Responsibilities and tasks of WG Chairs and Co-Chairs are described in the 'Manual of Operation for ISPRS Technical Commissions and Working Groups' (Orange Book). They are summarised as follows:

- organisation of the scientific work of the WG according to its Terms of Reference;
- development and coordination of WG programs of study amongst interesting parties, covering the areas of interest of the WG, such as defining specific topics of research, preparation of tests, detailing case studies or distribution of questionnaires on issues relevant to the WG;
- communication with people who have a strong interest in the activities of the WG, and an ability to progress its scientific work;
- distribution of ISPRS news to people interested in the WG, e.g. by forwarding the ISPRS *eBulletin*;
- regular communication on the activities of the WG to the TCP, including the submission of WG contributions for ISPRS Biennial reports;
- attendance and active participation in the technical sessions of the Symposium of the relevant Technical Commission, the Geospatial Week and the Congress, incl. review of submitted abstracts and full papers;
- organisation of WG workshops including management of abstracts and papers according to the contractual arrangements made with Copernicus GmbH, if possible in conjunction with one of the two Geospatial Weeks being organised in the odd years of the inter-congress period.

### Signature of Agreement

All candidates for the WG positions of Chair and Co-Chair are requested to sign this Commissioning Form prior to their appointment by the Council. By signing this form, candidates demonstrate that they are aware of the responsibilities and tasks of the office, as detailed in the Manual of Operation for ISPRS Technical Commissions and Working Groups, and are willing to undertake these responsibilities and tasks to the best of their ability.

Name of WG officer: .....

Current Position: .....

Nominated ISPRS Working Group Position (Chair/Co-Chair): .....

**I have informed myself of the responsibilities and tasks of ISPRS WG Chairs and Co-Chairs as detailed in the 'Manual of Operation for ISPRS Technical Commissions and Working Groups' and hereby agree to serve in the above WG position.**

**Signature**..... **Date:** .....

I attach my biographical details, incl. name, full postal address, phone number, fax, e-mail, nationality, education, professional positions held and a brief summary of work undertaken in the area of the WG. A more complete CV may also be attached.

## WORKING GROUPS

### 1. WG Officers and Activities

ISPRS Working Groups (WGs), under the direction of the respective Commissions, are responsible for the scientific work of the Society. Working group officers are one Chairperson, a maximum of two Co-Chairs and one WG secretary. The overall responsibility for running the WG rests with the Chairperson. The Co-Chair and the Secretary assist the Chairperson in carrying out the activities.

WG officers organise the scientific activities of the WG, covering its areas of interest, according to the Terms of Reference (ToR) prepared in coordination with their TCP and approved by Council. WG activities may include specific topics of research, tests, case studies, questionnaires, and other activities of interest to the TC and to ISPRS.

The Council and TCPs entrust each WG with the responsibility to address those Resolutions that have been approved by the General Assembly and are relevant to the WG. WG ToRs should be developed, addressed and status reported so that they reflect the essence of Resolutions and previous work in the area.

The officers shall be financially capable of attending the Symposium of the relevant TC (or TCs in the case of Intercommission WGs), the two Geospatial Weeks and the following Congress, to report on WG activities.

A WG can select individual members according to their expertise in the area of interest of the WG. In selecting individual members, WG officers should strive to include researchers from related inter-disciplinary areas.

All candidates for WG Chairs and Co-Chairs must sign a letter (see end of last section) accepting these guidelines as conditions of appointment by Council. Council has the final say in the composition and ToRs of WGs and may override decisions of the TC if needed.

### 2. Meetings, Symposium and Congress

WG officers are expected to organise ISPRS events and ISPRS co-sponsored events, preferably during the odd-numbered years between Congresses and Symposia. These events may take the form of a workshop, tutorial, seminar, or colloquium, see also appendix 2. Due consideration should be given to the possibility to organise the event as part of the ISPRS Geospatial Week (see appendix 10). All events organised under the name of ISPRS must be approved by Council through the Secretary General prior to their announcement (see appendix 3 for the related form). This approval process will avoid clashes of dates of ISPRS meetings of like topics.

Events can be held in conjunction with other events provided they have their own identity, or they may be organised as separate events. WG officers are encouraged to hold joint meetings and other joint activities with cognate organisations.

Council requires a draft programme for Symposia and major workshops to be presented and approved at the

Joint Meeting which will be held in the autumn of the Congress year. WG officers should submit their draft programme to their TCP in due time.

All WG officers are expected to attend the Symposium, the two Geospatial Weeks and the Congress, and to assist the TCP in preparing the technical programme of the Symposium and Congress sessions of the TC incl. reviewing abstracts and full papers, as well as in its smooth operation.

### 3. Publications, Reports, and Communication

All contributions submitted to an ISPRS event are published online and under the Creative Commons licence in the Archives (if abstract reviewed) or the Annals (if full-paper double-blind reviewed), see also appendices 4. Specifications for preparation are given in the ISPRS Guidelines for Authors (see appendix 5); organisers of ISPRS events are responsible that these guidelines are followed. Publication must occur through Copernicus GmbH, see also appendix 2.

Proceedings of ISPRS co-sponsored events do not appear in either Archives or Annals and they are not handled through Copernicus GmbH; publication should instead be coordinated with the main event organiser.

A report on all ISPRS events and ISPRS co-sponsored events must be submitted by the WG officers to the Secretary General for publication in the *ISPRS eBulletin* no later than three months after the event.

Upon request WG Chairs/Co-Chairs should submit contributions to their TCP for inclusion into the ISPRS Biennial Report, as described in appendix 6. WG officers should publicise their activities through the *ISPRS eBulletin*. The text for these entries, prepared by the WG, should be submitted to the Secretary General.

To ensure regular communication with all parties interested in the WG activities, WG officers are encouraged to develop and maintain their own home pages, see appendix 7 for details. The provision of links between Commission, WG home pages and the ISPRS Home Page, and vice versa, must be coordinated with the ISPRS Web Master. WG officers should also distribute the *ISPRS eBulletin* to all interested parties.

It is essential for the progress of the scientific activities of ISPRS, that WG officers maintain contact with Council through their TCP. The first contact point for WG officers should be the appropriate TCP. However, if there are issues that will involve the Council the Secretary General should be contacted.

### 4. Changes to Working Group Officers

If a WG officer is unable to continue serving in the position he/she must notify the TCP promptly, preferably with a recommendation for replacement.

If a WG has been found to be inactive, it will be dissolved on initiative of the President of the Commission concerned, or the Council.



## APPENDICES

### APPENDIX 1: Guidelines for Planning ISPRS Symposia

#### 1. Introduction

Planning for the midterm Symposium should begin immediately after the Congress. A proposed schedule is given in this appendix. ISPRS shall be the primary sponsor of the Symposium. Additional sponsors are welcome. Details of Symposium organisation are agreed upon between Council and Ordinary Member running the Symposium in a written contract. A sample contract can be obtained from the Secretary General.

#### 2. Conference Management

Conference facilities should be selected according to the most suitable options for the host country. They may be in a hotel, rented facilities, or within the host's facilities, e.g. university lecture theatres. The location of housing and the conference in the same venue ('residential format'), in a hotel or in a university college, is a suitable option, since it facilitates contact and discussions between the participants, and generates a good workshop-like atmosphere. Common lunches further add to exchange between the participants.

As many of the ISPRS Council members as possible will attend the Symposia. TCPs should plan their budgets for the Symposium and other events to be hosted by the Commission in a way that that Council can be provided with complimentary registration and accommodation.

TCs must organise a meeting of the TC and WG officers and the Council during the Symposium to review progress of the Commission.

As a result of a contract signed by ISPRS Council with Copernicus GmbH, a publishing service is available. It is binding for all ISPRS events including Congress, Symposia and the Geospatial Week, to ensure consistent publication of ISPRS proceedings.

A separate agreement must be established between organisers of each ISPRS event and Copernicus GmbH. More details of the Contract can be provided by the Secretary General. Contact details are as follows: info@copernicus.org, www.copernicus.org

#### 3. Programme and Symposium Structure

The programme should be determined by the TPCs in consultation with the WG officers. The final programme should be distributed on the Web and by e-mail.

Organisers should ensure that all speakers attend the Symposium by communicating with them by e-mail and/or a process of advanced registration.

The Symposium Opening Session should include a keynote speaker who identifies the important developments in the Commission's activities. Keynote papers and/or sessions on relevant inter-disciplinary topics through other international bodies should be included in the Symposium.

The Symposium programme may be single-track or based on parallel sessions (*preferably not more than two*), or a mix of both, depending on the number of papers presented.

Oral Sessions should normally last 90 minutes, preferably comprising four speakers. Poster sessions should also be included in the programme.

A final session, comprising summary reports by the WG Chairs and the TCP on the content of the technical sessions, is a good approach for presenting the main issues of the Symposium.

#### 4. Exhibition

An exhibition may be included in the Symposium. An "Exhibitor's Showcase Session" provides the exhibitors with an opportunity to present themselves to the participants, and hence integrates them into the symposium.

#### 5. Announcement and Advertising

Modern means of communications should be used for the distribution of announcements on the Symposia.

Advertisements should also be placed in *ISPRS eBulletin*, the *ISPRS Journal for Photogrammetry and Remote Sensing*, the *ISPRS International Journal for Geo-Information*, as well as other journals and especially during other conferences.

TCPs are responsible for keeping Council informed of the plans and progress for the Symposium and for providing multiple copies of Symposium brochures to Council.

#### 6. Paper Submission and Publication

The submission of abstracts and full papers must follow the ISPRS publication policy (see appendix 4). Papers must be prepared according to ISPRS Guidelines (see appendix 5); TCPs are responsible that these guidelines are followed. Paper submission should be in electronic form to enable production of the Archives or Annals on an appropriate electronic medium. Only those papers for which the author will attend the Symposium should be included in the proceedings.

All Symposium proceedings must be published as a Volume of *The ISPRS International Archives of the Photogrammetry, Remote Sensing and Spatial Information Sciences* and/or *The ISPRS International Annals of the Photogrammetry, Remote Sensing and Spatial Information Sciences*.

Proceedings in digital form must be available to registrants upon arrival to the Symposium.

#### 7. Registration Fees

On-site full-registration fees will vary according to local conditions. Registration fees for students and seniors should be about half the full fee. Developing countries

may find it appropriate to offer a much reduced registration fee for local participants.

Symposium planning will be facilitated by offering a reduced fee for advanced full-registration and by including the price of the conference dinner.

Organisers may request authors to submit an advanced registration fee with their full paper to ensure publication of the paper in the proceedings.

The Society surcharge equivalent to 10% of all paid registrations shall be rebated to the ISPRS Treasurer.

### 8. Awards

Best poster awards and young authors' awards are encouraged. The decision of the awards can be made in advance of the Symposium based on the submitted papers, or during the symposium based on the papers

and its oral presentations. Awards should be presented at a plenary session.

### 9. Reports and Publication of Symposium Papers in ISPRS Journals

A Commission rapporteur should be identified to the Secretary General three months in advance by the TCP of each Commission for the preparation of a Symposium report for publication in the last issue of *ISPRS eBulletin* of the Symposium year.

TCPs and WG officers should identify about 5 suitable papers for consideration by the Editor-in-Chief for publication in the *ISPRS Journal of Photogrammetry and Remote Sensing* or the *ISPRS International Journal for Geo-Information*

### 10. Suggested Schedule for Symposium Planning

according to the contractual arrangements made with Copernicus GmbH

Site selection	within 3 months of Congress
Finalise and sign contract with Council	15-18 months prior to Symposium
First Announcement and initial call for Exhibits	15-18 months prior to Symposium
Second Announcement and Call for Papers	9-12 months prior to Symposium
Deadline for paper submission	4 months prior to Symposium
Notification of paper acceptance	3 months prior to Symposium
Early Registration	3 month prior to Symposium
Deadline for submission of manuscripts	1,5 months prior to Symposium
Final Programme	about 2 weeks prior to Symposium

## APPENDIX 2: Guidelines for Organising ISPRS Events and ISPRS Co-sponsored Events

### 1. ISPRS Events and ISPRS Co-sponsored Events

WG officers are expected to organise ISPRS events and ISPRS co-sponsored events during the odd-numbered years between Congresses and Symposia. ISPRS events are events primarily organised by ISPRS, in particular Symposia and workshops, the latter being usually conducted by one or more WGs. ISPRS co-sponsored events are organised by other parties, co-sponsorship is granted if it serves the aims of the Society.

WG Chairs should consult the ISPRS Events Calendar to identify other events with which they can conveniently coordinate dates and locations. All event organisers are encouraged to co-locate ISPRS events and ISPRS co-sponsored events which are on the same or similar topics. If this coordination is not feasible and a proposed meeting topic clashes and is scheduled within four months of another approved meeting, special approval may be granted by the Secretary General with the agreement of the affected TCPs.

### 2. Approval and Announcement

Both, ISPRS events and ISPRS co-sponsored events need approval from Council. The procedure for approval is as follows:

(a) Working group officers review the ISPRS Events Calendar, and consult with their TCP on the topic and date of the event. Then, an application form for hosting the event (see appendix 3), which includes proposed dates, topic, location, organiser with contact details and names of co-sponsors etc., is to be completed by the WG Chair and approved by the TCP. The TCP then forwards the application form with his/her signature to the Secretary General for approval.

(b) If the event is approved, the Secretary General will give formal approval to the TCP and the event convenors with copy to the ISPRS web master, Markus Englich, markus.englich@ifp.uni-stuttgart.de and Copernicus (info@copernicus.org). If full details cannot be provided at that stage, they should be provided by the organisers to the web master as soon as they become available.

(c) As a result of a contract signed by ISPRS Council with Copernicus GmbH, a publishing service is availa-

ble. The contract is binding for all ISPRS events, including Congress, Symposia and the Geospatial Week, to ensure consistent publication of ISPRS proceedings.

The event organisers contact Copernicus GmbH for publication of the proceedings. A separate agreement must be established between organisers of each ISPRS event and Copernicus GmbH.

(d) ISPRS co-sponsored events are not handled by Copernicus GmbH.

Event organisers are entitled to contribute an announcement and a call for participation of all ISPRS events and ISPRS co-sponsored events in the *ISPRS eBulletin*. The text and 1-2 images for this entry must be prepared by the event organisers and submitted to the Editor-in-Chief of the *ISPRS eBulletin*.

### 3. Publication of Proceedings

Organisers of ISPRS events and ISPRS co-sponsored events may opt to publish proceedings of the event.

For ISPRS events, proceedings appear in the Archives (abstract review) or Annals (full-paper double-blind review) according to the contractual arrangements with Copernicus GmbH. Copernicus also determine the volume number. Review and publication of the contributions is to be carried out according to the ISPRS publication policy, see appendix 4; all contributions accepted for the event must be part of the proceedings.

Proceedings of ISPRS co-sponsored events do not appear in either Archives or Annals. Publication should be coordinated with the main event organiser.

### 4. Reports

A summary report on all ISPRS events must be prepared for publication in the *ISPRS eBulletin* and submitted by the WG officers to the Secretary General no later than three months after the event.

### 5. Miscellaneous

Event organisers are encouraged to help The ISPRS Foundation in raising funds by including an appropriate box on the registration form, requesting support for the benevolent aims of the Foundation.

**APPENDIX 3: Application Form for Organising an ISPRS Event or an ISPRS Co-sponsored Event**

Date of Application:

Title of the Event:	
Proposed Dates of Event:	Event Venue:
Expect Number of Participants:	Event Website:
Background of the Event	
Themes of Event	
Responsible ISPRS body for organisation (Names, ISPRS TC/WG, Address, Tel., Fax, E-mail)	
Contact Person representing organiser(s)	
Name:	Address:
Tel.: Fax:	E-mail:
<p>This application is for</p> <p><input type="checkbox"/> an ISPRS event (ISPRS is the main event organiser)</p> <p><input type="checkbox"/> an event to be co-sponsored by ISPRS</p> <p>Main organiser:</p> <p>Rationale for co-sponsorship:</p>	
<p><b>ONLY for ISPRS events</b></p> <p>It is intended to use</p> <p><input type="checkbox"/> Publication of proceedings (<b>MANDATORY</b>, if proceedings are being published)</p> <p>Do you want to publish Annals (full paper double-blind review) or Archives (abstract review) or both? (see Orange Book for details)</p> <p><input type="checkbox"/> Annals      <input type="checkbox"/> Archives</p>	

Please read and follow the Guidelines for organising ISPRS events and ISPRS co-sponsored events (see Orange Book):

- Publication of the proceedings in the Archives and/or Annals series is only possible for ISPRS events.
- If it is intended to publish proceedings in the Archives/Annals, all manuscripts submitted to the event must be included in the proceedings. Publication of only a part of the submissions is not possible.
- For publication in the Archives/Annals the event organiser must contact Copernicus GmbH for the publication Service. This service includes transfer of papers in pdf-format and meta data on the ISPRS web pages in a consistent way. There is a flat rate per published paper. The ISPRS event organiser is responsible that all papers adhere to the ISPRS Guidelines for Authors.
- A separate agreement must be established between the organiser of each ISPRS event and Copernicus GmbH (info@copernicus.org).
  
- Organisation and publication of an event co-sponsored by ISPRS are not handled by Copernicus GmbH.

A summary report about the significant recommendations and conclusions of all ISPRS events must be prepared for publication and submitted to the Editor of *ISPRS eBulletin* no later than three months after the completion of the event.

Please help ISPRS Foundation in raising funds. A tick-off box should be put on the registration forms of this ISPRS event or ISPRS co-sponsored event for donations to The ISPRS Foundation (for sums of \$10, \$50, \$200 or \$500 or equivalent in local currency), with the statement.

*You are encouraged to support the benevolent activities provided by The ISPRS Foundation by ticking the appropriate box below:*

*I/We pledge a contribution of \$10, \$50, \$200, \$500 or \$\_\_\_\_\_, which will be paid in addition to the Registration Fees.*

Approval of TCP(s)

Signature :

Date:

Approval of Secretary General

Signature:

Date:

*Once approved by ISPRS Secretary General, the event will be listed in ISPRS Calendar Webpage and ISPRS logo may be used formally for the event.*

Please complete this *application form* and return to:

Lena Halounová  
ISPRS Secretary General  
isprs-sg@isprs.org

## APPENDIX 4: ISPRS Publication Policy

### 1. Introduction

The official ISPRS publications are:

- ***The International Archives of the Photogrammetry, Remote Sensing and Spatial Information Sciences*** contain the abstract-reviewed proceedings of all ISPRS Congresses, Symposia and selected Workshops.
- The ***ISPRS Annals of the Photogrammetry, Remote Sensing and Spatial Information Sciences*** contain selected full-paper double-blind reviewed scientific contributions of ISPRS Congresses, Symposia and selected Workshops.
- The ***ISPRS Journal of Photogrammetry and Remote Sensing*** is the official peer-reviewed publication of the Society on photogrammetry and remote sensing. It is published twelve times per year and contains scientific and technical articles and reviews.
- The ***ISPRS International Journal of Geo-Information***, an international scientific open access journal on geo-information, is the official peer-reviewed publication of the Society on geo-information. It is published online every three months.
- The ***ISPRS eBulletin*** is the official bulletin of the Society, distributed electronically about every two months. It contains Society news, membership information, reports from ISPRS activities as well as book and project reviews.
- The ***ISPRS Book Series*** includes high quality refereed papers from ISPRS Congresses, Symposia or Workshops, to provide information to a wider international audience.

In addition ISPRS publishes:

- The ***ISPRS Homepage [www.isprs.org](http://www.isprs.org)*** contains current information about the society and its activities, incl. the quadrennial ISPRS organisation with listings of all Commissions and WGs, Terms of Reference (ToR) and officer addresses; ToR of ISPRS Awards; Statutes and Bylaws; and other ISPRS background information.
- The continuously updated ***ISPRS Member List***, published online to provide Members, officers and interested groups with current addresses of Members.

The remainder of this appendix is only concerned with the Archives and Annals.

### 2. General Guidelines for Archives and Annals

*The International Archives of the Photogrammetry, Remote Sensing and Spatial Information Sciences* and the *ISPRS Annals of the Photogrammetry, Remote Sensing and Spatial Information Sciences* are the official records of the Congress and ISPRS mid-term Symposia as well as other ISPRS events.

For the Congress and for each Technical Commission Symposia, both Archives and Annals are published; for

other ISPRS events, either Archives or Annals are published. Exceptions from this general rule require prior approval by Council.

Both the Archives and the Annals represent the state-of-the-art of the work carried out by ISPRS researchers in the photogrammetry, remote sensing and spatial information sciences. All Congress Directors, Technical Commission Presidents, Working Group officers and Convenors of ISPRS Congresses, Symposia, Workshops and other ISPRS events who produce publications should regard themselves as representatives of ISPRS and are responsible for the scientific and technical quality of the published proceedings. The publication of the proceedings shall be according to the contractual arrangements made with Copernicus GmbH.

The Archives and the Annals are generated from ISPRS events. All contributions submitted to an ISPRS event are published online and under the Creative Commons licence. Specifications for preparation are given in the **ISPRS Guidelines for Authors** (see appendix 5); organisers of ISPRS events are responsible that all papers follow these guidelines. All Archives and Annals must be coordinated in advance with the Secretary General and must use:

- a readable format with appropriate software for reading and searching
- the appropriate ISSN for Archives or Annals (see web for details)
- the official ISPRS logo
- the approved volume and part number
- the French and German translation of the title: *Archives Internationales des Sciences de la Photogrammétrie, de la Télédétection et de l'Information Spatiale*, and *Internationale Archiv für Photogrammetrie, Fernerkundung und Raumbezogene Informationswissenschaften* or *Annales Internationales des Sciences de la Photogrammétrie, de la Télédétection et de l'Information Spatiale*, and *Internationale Annalen für Photogrammetrie, Fernerkundung und Raumbezogene Informationswissenschaften*
- the ISPRS Guidelines for Authors
- an author index

Adherence to these specifications is mandatory for ISPRS event publications to be included in the Archives or Annals.

Publications not adhering to these specifications shall stand in their own right as "Related ISPRS publications" but shall not be part of the official Archives or Annals.

Archives and Annals volume and part numbering must be approved and coordinated with Copernicus GmbH in advance. Unless otherwise approved:

- Volume numbers shall be progressively in Roman numerals, with odd numerals reserved for Congress

volumes and even numerals for all other Archives and Annals.

- Part number for Congress volumes shall be Part **A** for the Congress Proceedings volume, and Part **B** for the Congress paper volumes, followed by the Arabic number of the relevant Commission (followed by lower case a, b, etc. for multiple volumes of the Commission).
- Part number for the Commission Symposia volumes shall be the Arabic number of the Commission.
- Part number for other ISPRS events shall be the Arabic number of the primary sponsoring Commission followed by **W** for Workshops, and an Arabic sequence number assigned by Copernicus GmbH.

As examples, Vol. XXXIX-B1 contains the proceedings of Technical Commission I for the 2012 Congress held in Melbourne, Australia, Vol. XL-4 contains the proceedings of the Midterm Symposia of Technical Commission IV held in 2014, and Vol. XL-1/W1 contains the proceedings of the first workshop held during the period 2012-2016 and primarily sponsored by Technical Commission I.

ISPRS must be prominently mentioned in any promotional material that refers to publications containing papers of ISPRS events and ISPRS co-sponsored events.

Advertisements may be published in the Archives or Annals provided that they are contained only within the end pages.

### 3. Review Procedure

To ensure the highest quality of papers is published in the Archives and Annals, the review to be followed by the ISPRS event organisers is as follows.

A programme committee for the event is established by the event organiser and the names are publicly announced. Members of the programme committee should be scientific leaders in the field with ample expertise regarding the topics of the meeting. The event organiser usually acts as chair of the programme committee and also serves as editor of the respective Archives or Annals volume.

Following submission, abstracts (for Archives) and full papers (for Annals), respectively, are assessed by a minimum of two programme committee members against a set of pre-defined criteria. These criteria include *scientific originality*, *potential interest in the community*, *proper documentation of prior work*, *clarity of presentation*, *technical correctness* and *correct use of language*. Details are given in the web interface for the review process developed by Copernicus GmbH. This list may be prolonged by items specific to a certain event such as *relevance for professional users* or *relevance in an interdisciplinary setting*, if the event includes such goals.

For both the Archives and Annals, it is to be ensured that conflicts of interest during the review process are

avoided. Any person involved in paper reviewing can declare a conflict of interest if they recognise a paper as the work of a direct colleague, collaborator, or if for other reasons they have doubts about their objectivity.

People in an active supervisor-student relation and colleagues working in the same research team as any of the authors of a paper are always considered as having a conflict of interest. In case of a conflict, a new reviewer is assigned by the programme committee chair.

In cases where the programme committee chair has a conflict of interest, the corresponding papers are not reviewed under the responsibility of the programme committee chair, but are completely handled by an auxiliary programme coordinator. The auxiliary coordinator shall be an experienced researcher (e.g. a senior member of the programme committee), nominated prior to the beginning of the review process. Decisions of the auxiliary coordinator are final.

The views of the programme committee are assembled by the committee chair. In case of disagreement, additional reviews are solicited, until a final decision is reached. Results (acceptance or rejection) are then established for each paper. For ISPRS events with both Archives and Annals, papers rejected for publication in the Annals may be considered for inclusion in the Archives.

Except for those papers, in which the programme committee chair has a conflict of interest, the final responsibility for the results rests with the programme committee chair. The scientific programme of the event is established based on the results of the review process. The review results are then communicated to the authors, who prepare the final paper.

### 4. ISPRS policy on pre-prints in public repositories

ISPRS recognizes the increase in popularity of publishing technical reports in public, non-commercial repositories such as arXiv. As a result, a paper submitted to an ISPRS Journal or an ISPRS scientific meeting may already be available to the community, and during the review process the authors of a paper may be known to the reviewer. As decided during the ISPRS Council Meeting on March 19, 2017, papers posted in arXiv and similar repositories, including the home page of the authors, are not considered prior work. As a consequence, authors are not required to declare whether or not they have posted a paper in such repositories, however, they can declare a posting if they wish to do so.

A reviewer should review such a paper as if the paper in the repository did not exist. Citations to papers in the repository are not required and failing to cite them or beat the performance of algorithms etc. described therein are not grounds for rejection. Reviewers should make every effort to treat papers fairly whether or not they know (or suspect) who wrote them, while at the same time not giving away their own identity.

**APPENDIX 5: Guidelines for Authors Preparing Manuscripts for ISPRS Events**

(for technical reasons this appendix is stored in a separate file)



## APPENDIX 6: Outline for Preparation of the ISPRS Biennial Report

The ISPRS Biennial Report fulfils a dual role: (a) It serves as a medium to communicate to the outside scientific and non-scientific world what ISPRS is, what ISPRS is doing and what has happened in the society in the past 24 months. The report needs to be attractive in content and design in order to be noticed and to create a positive image for the society, as a leading scientific organisation. (b) Generating the report is also a time where the authors of the individual contributions and the society as a whole pauses for a moment to enumerate and summarise its activities, its achievements and its failures over the past 24 months, in order to evaluate the results and to steadily improve the work and the impact of the society. Each contribution should be viewed from both these angles.

The contents for the report looks like this:

- About ISPRS
- Table of Content
- Message from the President (one page)
- Message from the Secretary General (one page)
- Message from the Congress Director (one page)
- Commission activities: two pages for each TC: short description of the area of study and scientific challenges, relevant achievements in the past 24 months, view into the future (responsibility is with the TCPs, WG officers to provide input if requested by TCPs).
- Meeting reports of selected ISPRS events (one or two pages per report; responsibility is with the TCPs, reports to be provided by the event organisers).
- Project reports: 2 or 3, different from year to year, e. g. results of Scientific Initiatives (responsibility is with project leaders).
- Contributions from ISAC, IPAC and Editors-in-Chief of ISPRS Journals as appropriate (responsibility is with Committee Chairs and Editors-in-Chief).
- Some statistics: list of ISPRS events, list of Archives and Annals published, contact addresses of authors, etc. (responsibility is with SG).

The ISPRS Biennial Report is published in March of the even years. The sections of the report are provided to the Secretary General by Dec. 31 of the year before. The Secretary General is responsible for the production of the ISPRS Biennial Report.

## APPENDIX 7: Guidelines for Preparation and Maintenance of ISPRS Web Pages

### 1. Introduction

The primary function of these web pages is to convey, share and distribute information. Conveyance of important information is paramount. Therefore the web pages must be informative, creative, and entertaining, constituting an intelligent, practical and resourceful promotion of the ISPRS and its activities.

### 2. Responsibility to Prepare Web Pages

All ISPRS TCs and WGs should use web pages to promote their work related to their area of expertise.

ISPRS is promoting the use of modern web page technology, with the emphasis on both the clarity of the message conveyed and the innovative creativity that will go into their creation.

ISPRS web pages are not only for ISPRS Members, but also for the larger world audience that is interested in the fields of photogrammetry, remote sensing, spatial sciences and related technologies and issues. Therefore, ISPRS encourages the creation of creative and entertaining web pages that will appeal to a larger audience.

A downloadable web page that can be used as a basic template upon which a webpage can be built is provided by the ISPRS Webmaster.

### 3. Web Page Design and Content

All ISPRS web pages are to be clearly and logically organised, so that their purpose and information can be easily and quickly understood. The information should be concise, accurate and simply laid out.

All ISPRS web pages should clearly and prominently display the official ISPRS logo on every webpage, see [www.isprs.org/documents/samples/logos.aspx](http://www.isprs.org/documents/samples/logos.aspx).

A reference to the ISPRS and the function of the Working Group or Technical Commission must be stated clearly at the front of the webpage.

Image acquisition, management and processing are the main activity of ISPRS. Therefore, an array of images that demonstrate ISPRS activities should be included where possible.

All ISPRS web pages must include hypertext links to the ISPRS Home Page and to other ISPRS Technical Commissions when appropriate. Links to associated sister- organisations can also be provided.

ISPRS web pages should include the following:

- the name and address of the Webmaster, as well as the date of the last update to the webpage

- highlights of new items clearly and prominently (e.g. by placing a “What’s New” item on each webpage)
- links to pages related to interest areas of the ISPRS Member Organisations, Technical Commission, and Working Group
- coordination between all Working Groups in a particular Commission with regard to similarities in webpage design, form or activities

Technical Commission web pages should contain at least the following: the name and Terms of Reference of the Technical Commission; names, photographs, and complete addresses of all Commission and Working Group officers; information about Symposia and Commission/WG events with on-line registration forms; and hyperlinks to its Working Group web pages, the ISPRS Home Pages and to other important websites.

Working Group web pages should contain at least the following: the name and Terms of Reference of the Working Group; names, photographs, and complete addresses of the Working Group officers; dates and locations of WG meetings and workshops with on-line registration forms; and necessary hyperlinks.

### 4. Other Issues

All ISPRS web pages shall be in English. Creation of web pages in a language other than English is encouraged as long as an English version of the web page is available.

It is appropriate to list the public domain software used in constructing web pages.

As ISPRS is an international organisation, with webpage readers from all over the world, comments and statements that could be misconstrued by readers from different cultures must be avoided.

The following phrases (or variants of them) should be considered for inclusion in web pages:

- “Inclusion in this page is not to be taken as an advertisement or endorsement, nor an exclusion as a criticism” or
- “The authors will not be held responsible for any actions arising from the use of the included data, although the utmost care has been taken to ensure its accuracy. Please contact the authors at the address below.”

Data or articles made available through an ISPRS web page should be available for copying or downloading. Sensitive data or copyrighted articles can be requested by e-mail or from a reference URL.

## APPENDIX 8: Guidelines for Proposing ISPRS Resolutions

ISPRS Resolutions are formal statements approved by the General Assembly (GA) to set a course of action for the Society to pursue during the succeeding four-year term. Resolutions may be formulated to address scientific and technologic activities to be pursued, or may be more general to address science and technology policy or to direct Society organisation or administration. Resolutions should only address new topics, or topics which are rapidly developing. Resolutions should not be used to recommend continuation of working groups.

Any Member or officer of ISPRS may propose Resolutions for consideration by the General Assembly. Members include representatives or delegates of accredited ISPRS Ordinary, Associate, Regional or Sustaining Members. Officers include Council, Technical Commission Presidents, and the Financial Commission. Resolutions must be submitted no later than 48 hours preceding the General Assembly in which they are to be considered.

Each Technical Commission should not propose more than three resolutions. Resolutions prepared by Technical Commissions shall be subject to the following time table:

- ten months before the Congress

The President of each TC shall form a committee to prepare Resolutions for the Commission. This Committee shall identify the more important problems requiring solution and shall formulate draft resolutions.

- Joint Meeting before Congress

TCPs present draft resolutions to JM for approval of Council.

- after Joint Meeting

First Vice President forwards approved resolutions to ISAC and IPAC for comment.

- at Congress

TCPs may put forward additional resolutions solicited from open business meetings of the TC. These Resolutions must be submitted to the First Vice President no later than 48 hours preceding the General Assembly in which they are to be considered.

The First Vice President, as Chairperson of the Congress Resolutions Committee, is responsible for:

- selection of the members of the Resolutions Committee
- coordination of the proposed Resolutions
- submission of the Resolutions to the General Assembly for consideration. The submission shall be written in English
- presentation of the approved Resolutions to the final Plenary Session of the Congress

The Congress Resolutions Committee shall be comprised of three to five members. The task of the Congress Resolutions Committee is to prepare the Resolutions in a standardized form that avoids duplications and conflicts in content. After the Congress, the Congress Resolutions Committee is responsible for publication in official documentation of the Society (web site, Archives A).

The standard format and phrasing of a Resolution shall be:

- Title of Resolution
- THE CONGRESS
- “Noting” the technical background (advancement, development, change etc.)
- “Recognizing” the necessity (need, requirement etc.)
- “Recommends” the Resolution (concrete goals, activities, etc.)

## APPENDIX 9: Guidelines for Financial Support of ISPRS Scientific Initiatives

### 1. Introduction

In accordance with the statutory mission and activities of ISPRS, the Society shall provide funds to support scientific and other initiatives, which will further improve its international status in the field of the photogrammetry, remote sensing and spatial information sciences, and will therefore benefit all ISPRS members. These include initiatives to strengthen the Society's scientific and educational activities undertaken by the Technical Commissions and/or related structures and organisations, as well as new publicity and management issues to be developed for Council. These activities shall be funded on a project basis, with demonstrated aims and outcomes within the scope of these directives.

### 2. Funding

Funding shall be on an annual basis, and dependent on the budgetary restrictions at the time of the call for proposals. The maximum funding assigned to any one project shall be SFr. 10,000 per annum. The typical duration of any one project shall be 12 months, the maximum duration shall be two years, or the end of the current quadrennial period, whichever is shorter. Projects of greater than one year duration will be subject to annual review before subsequent funding will be released. Proposals with third-party financial support are particularly welcomed. If appropriate, funds from the Scientific Initiative Call can be considered as seed money to attract additional funds from other donors.

### 3. Topics

The following topics, which will aim to enhance the common good of all ISPRS members, are indicative of what may be considered for support under this scheme:

- database generation of images, test material for education and research, global databases;
- evaluation of new data sources, theories or methods;
- compilation of global indicators and statistics to support international programmes;
- development of standards;
- computer aided teaching and learning;
- development of distance learning methods/materials;
- capacity building in developing regions;
- studies of the theory of education and training in the photogrammetry, remote sensing and spatial information sciences;
- ISPRS activities associated with other international organisations such as the members of the JBGIS, and also including UN, ICSU, CIPA, ISO, and OGC;
- Other projects that will enhance the international standing and recognition of ISPRS will also be considered, depending on the availability of funding.

ISPRS encourages community participation on all projects, preferably with multi-national investigator involvement.

### 4. Procedure for applications

Working Group Officers shall be invited to submit proposals to the relevant Commission President, with copy to the ISPRS Treasurer, for projects under this scheme when Council agrees to invite applications. Such a call for applications will nominally be made in the autumn of even years of each ISPRS quadrennial period, so that projects are carried out in odd years. The relevant Commission President shall review all proposals received for adequacy and completeness, and will then forward compliant proposals to the ISPRS Treasurer, together with a recommendation, by the advertised deadline. ISPRS Council will make the final decision on approval/rejection and notify the relevant principal investigator (PI) and Commission President of the outcome. Evaluation criteria are based on overall excellence.

Proposals should consist of a case for support in the English language, comprising: (a) title; (b) names, addresses, e-mail addresses, CVs of the PI and all co-investigators (Co-Is); (c) a brief abstract relating to the purposes of the funding that can be used on the ISPRS website to promote the project (500 words); (d) full project outline, including aims, objectives and proposed methodology (max. 2,000 words); (e) the expected outcomes, specifying those which will be shared by ISPRS Members and benefit to ISPRS goals and aims (500 words); (f) project mile stones and schedule (Gantt chart or similar); and (g) a detailed budget of anticipated expenditure. Requests for travel funds in support of the proposal should not exceed 10% of the overall financial support requested from ISPRS. Overhead costs will not normally be considered, but in the case of request should be fully justified.

### 5. Reporting

On completion of the project, two reports must be submitted:

A financial report which includes details of expenditure, invoices and receipts must be submitted to the Treasurer.

A report (2,000 words) on the outcomes of the project must be submitted to the Secretary General. This report shall be published on the ISPRS Web site, and may be distributed to all Members, as instructed by Council. The report should begin with a 200 word abstract (in layman's language) explaining the project and its outcomes that can be used on the ISPRS website to promote the project results.

PIs of projects of longer than one year duration will be required to submit a brief annual report (1,000 words plus expenditure details) on progress made before sub-

sequent funding will be released. Based on the results of these reports and on a submitted request, Council may grant a continuation of the project.

In addition, project investigators are asked to consider publishing project outcomes in the ISPRS Archives, Annals or in a suitable peer reviewed journal, as well as

a summary for the ISPRS e-Bulletin. In any publication or output resulting from the project/initiative supported by the ISPRS grant, support from ISPRS must be adequately acknowledged.

## APPENDIX 10: Guidelines for the ISPRS Geospatial Week

### 1. Introduction

The *ISPRS Geospatial Week* (GSW) is a combination of workshops organised by various ISPRS Working Groups and possibly other parties active in areas of interest of ISPRS. It is convened by a local organiser, led by the *GSW Director*, at a common location.

The ISPRS Geospatial Week is held biennially in odd years, preferably in the September/October timeframe. The ISPRS Geospatial Week

- increases the possibility of communication between the different workshop communities within ISPRS and beyond;
- increases the continuous visibility of ISPRS on a yearly basis, together with the Congress and the Commission Symposia, thus leading to larger impact for ISPRS activities;
- gives Sustaining Members a more attractive opportunity to participate in ISPRS events.

### 2. Organisation

The local organiser provides the framework of the GSW, including logistics for registration, accommodation and the social programme. The local organiser is also responsible for all financial arrangements, incl. the contract with Copernicus for publishing the proceedings. Details will be determined in a contract between the local organiser and the ISPRS Council, similar to the contract currently in place for all Symposia.

A steering committee ensures that all aspects relevant for the GSW are properly considered. The steering committee is led by the GSW Director, who appoints further committee members from among the workshop organisers and other qualified individuals. The ISPRS Council appoints an additional two committee members.

As is the case for the Congress and the Symposia, ISPRS shall receive a payment equivalent to 10 % on all paid registration fees at the Geospatial Week for administrative guidance and services.

### 3. Scientific Programme and Publications

The GSW scientific programme is set up by the individual workshop organisers. Tracks for each workshop take place in parallel, with common keynote presentations to provide a larger picture of the overall meeting.

Each workshop establishes its own scientific programme committee appointed by the workshop organiser. In general, individuals involved in ISPRS such as Working Group officers would be expected to form part of that committee.

An international programme committee ensures a high and homogenous scientific quality of the GSW. It is composed of WG officers organising the workshops and other qualified individuals. The committee is chaired by the chair of the ISPRS International Science Advisory Committee (ISAC) or his/her nominee. The Co-chair of the committee is nominated by the GSW Director.

GSW proceedings are published in the ISPRS Archives and Annals series, the different workshops are free to issue one common or separate volumes.

### 4. Bidding process

Any individual or group of individuals interested in organising the ISPRS Geospatial Week (called local organiser in the following) can submit a bid to ISPRS Council no later than four weeks prior to the preceding ISPRS Geospatial Week. The bid should comprise of:

- a list of tentative workshops to be organised within the Geospatial Week incl. names of potential workshop organisers (note: a call for workshops can be launched at a later stage);
- a tentative location and date for the Geospatial Week;
- the name(s) of the local organiser(s);
- an estimate of the budget and the level of the registration fees.

During a Geospatial Week a committee selects the site for the next Geospatial Week from proposals submitted by interested parties. The committee is composed of the Director of the current and the previous Geospatial Week, the chairs of the workshops being held at the current GSW, the ISAC Chair, the IPAC Chair, and the President, the Secretary General and the Treasurer of the Society.

The result will be announced in the Closing Session of the Geospatial Week.

## APPENDIX 11: ISPRS Abbreviations

1 VP.....	1st vice president
2 VP.....	2nd vice president
AsM.....	Associate Member
CD .....	Congress Director
CEOS ...	Committee on Earth Observation Satellites
CM .....	Council Meeting
COPUOS .....	United Nations Committee on the Peaceful Uses of Outer Space
GA.....	General Assembly
GEO .....	Group on Earth Observations
HnM .....	Honorary Member
ICORSE .....	International Committee On Remote Sensing of Environment
ICWG ...	Inter-Commission Working Group
IPAC.....	International Policy Advisory Committee
ISAC.....	International Science Advisory Committee
JM .....	Joint Meeting of Council with Technical Commission Presidents
OdM .....	Ordinary Member
ICSU.....	International Council for Science
ISPRS JP&RS ....	<i>ISPRS Journal of Photogrammetry and Remote Sensing</i>
ISPRS IJGI.....	<i>ISPRS International Journal for Geo-Information</i>
JB GIS..	Joint Board of Geospatial Societies
P&RS&SIS.....	Photogrammetry and Remote Sensing and Spatial Information Sciences
Pr .....	ISPRS President
RgM .....	Regional Member
SG .....	Secretary General
StM.....	Sustaining Member
ST&BL. ....	Statutes and Bylaws
TC.....	Technical Commission
TCP .....	Technical Commission President
ToR.....	Terms of Reference
Tr.....	Treasurer
WG.....	Working Group