Agenda, Post-Congress Joint Council and TCP Meeting 2016

20 July, 2016, 9 am - 12: 30 am

Hotel Holiday Inn, Prague

In Attendance:

President	Christian Heipke (CH)
Secretary General	Lena Halounová (LH)
First Vice President	Chen Jun (CJ)
Second Vice President	Charles Toth (CT)
Congress Director	Nicolas Paparoditis (NP)
Treasurer	Songnian Li (SL)
TCP Commission I	Stefan Hinz (SH)
	Raul Feitosa (RF) - excused
TCP Commission II	Fabio Remondino (FR)
	Takashi Fuse (TF) - excused
TCP Commission III	Jie Jiang (JJ)
	Ahmed Shaker (AS) - excused
TCP Commission IV	Sisi Zlatanova (SZ)
	Suzanna Dragićević (SD) - excused
TCP Commission V	A. Senthil Kumar (SK)
	P.L.N. Raju (PR)

Minutes:

ISPRS Headquarters	Annette Radtke (AR)

Agenda

Minutes

1. Opening remarks

CH welcomed the participants and opened the meeting at 9am.

2. Approval of Agenda

The agenda was approved.

3. Communications

3.1. Communication

All Cnl members and all TCPs are requested to forward complete contact details, including postal addresses, telephone and mobile numbers to LH, also those of the Commission Vice President and Secretaries.

    Action 16/2001:   Cnl, TCPs to forward communication details to LH, by August 31, 2016.

The new email addresses will be generic:

isprs-pr@isprs.org	ISPRS President
isprs-sg@isprs.org	ISPRS Secretary General
isprs-1st-vp@isprs.org	ISPRS 1st Vice President
isprs-2nd-vp@isprs.org	ISPRS 2nd Vice President
isprs-tr@isprs.org	ISPRS Treasurer
isprs-cd@isprs.org	ISPRS Congress Director

For the TCPs the addresses read

isprs-pr-c1@isprs.org	ISPRS President, Commission I
isprs-pr-c2@isprs.org	ISPRS President, Commission II
isprs-pr-c3@isprs.org	ISPRS President, Commission III
isprs-pr-c4@isprs.org	ISPRS President, Commission IV
isprs-pr-c5@isprs.org	ISPRS President, Commission V

Information to the TCP addresses should be read by the TCPs and the V-TCP and - according to the organisation within the commission, also by the Commission Secretary. Info for implementing the addresses will be distributed by the web master Markus Englich (ME).

    Action 16/2002:   ME to send TCPs relevant information to implement the new e-mail addresses, by July 31, 2016.

The numbering scheme for documents used at Headquarters will be made available for TCPs for possible use. AR will also set up a dropbox between Council and TCPs/V-TCPs. CH will update the slides used for ISPRS presentations and copy them to that dropbox.

    Action 16/2003:   AR to distribute the numbering scheme for ISPRS documents, by August 31, 2016.

    Action 16/2004:   AR to set up a dropbox for use between Cnl and TCPs/V-TCPs, by August 31, 2016.

    Action 16/2005:   CH to update the ISPRS slides and copy them to that dropbox, by September 15, 2016.

For telecons alternatives to Skype are to be investigated. A suggestion was WebX, which allows video, audio and document exchange of an acceptable quality.

Action 16/2006:   SG to investigate alternatives for telecon, by September 15, 2016.

3.2. Action list, Council + TCPs

There is an action list for TCPs and Council which is distributed and revisited for each Joint Meeting (JM). The first list will be distributed together with the minutes of this meeting.

4. Orange Book - Guidelines for hosting the Commissions and Working Groups

Printed copies of the Orange Book were distributed during the Congress. It contains important information about running ISPRS Commissions and will be updated periodically. It is also available on the web, see http://www.isprs.org/documents/orangebook.aspx.

4.1. ISPRS events and co-sponsored events - meaning and approval procedure

ISPRS events are events where ISPRS is the main organiser and the complete proceedings are published in the Annals and Archives. Co-sponsored events are events organised with another organisation and have the approval to use the ISPRS logo and name. The proceedings of co-sponsored events are not published in the Archives or Annals but can be accepted in the related publication category when published by another organisation.

All ISPRS events need to be approved by LH in her function as SG. Forms to ask for approval are available on the web, see http://www.isprs.org/calendar/Default.aspx. LH will inform the applicant about the decision and will forward the information about approved meetings to ME, who will add the event to the ISPRS calendar. In the case of an ISPRS event, the information will also be copied to Copernicus to establish contact between the parties for publishing purposes.

Publication of Archives and Annals are to be formatted according to the Orange Books. Slight deviations between the *doc and the Latex template have been detected. SZ is asked correct the template, if possible, and forward it to ME for upload on the web.

TCPs are asked to encourage WG officers to publish ISPRS proceedings for WG events.

The official day of publication is always the first day of the meeting.

Following workshops, a concise report reflecting the content and the result of the event, and including one or two photos, should be forwarded to the SG to be published in the eBulletin.

Action 16/2007:   SZ to correct the Latex template for proceedings publications and to forward it to ME for upload on the web, by September 15, 2016.

4.2. Mid-term Symposia (location, dates, meeting management software)

TCs should begin to plan Symposia for 2018 early. Defining location and dates will be a first important step. The TCV Symposium will probably take place in Delhi in December 2018. In this case, the Joint Meeting of that year, which typically takes place at the last Symposium, would also be held in Delhi.

LH recommended using the Conftool software for future ISPRS events. It has proven very useful for the Congress, and many details can be used for upcoming events also. Easychair was mentioned as an alternative.

The prices applicable for Conftool as used for the Congress were the following (note - thee prices may differ for the symposia):

Licence	1250	EUR
Fee per submission	0,66	EUR
Fee per participant	1,50	EUR
Programming hour	84	EUR

Obviously if all events used the same system, many advantages could be had.

5. Plans for Working Group activities, Officers and Terms of Reference

5.1. Commission structure

TCPs are to prepare the Commission structure, incl. WG titles, officers, terms of reference (ToR), and list of planned activities and forward the information to LH during August. The maximum number of officers per WG is one chair, two co-chairs and one secretary.

This information will then be reviewed by ISAC for consistency, overlap and gaps. ISAC will then report to Cnl. Decisions about the WG set up will be taken during the next Joint Meeting in autumn.

Action 16/2008: TCPs to set up Commission structure and forward information to LH, by August 31, 2016.

A template for WG activities was provided to TCPs. It should be used to report on WG activities during the Joint Meetings and at various other occasions.

5.2. Web presentation of TCs and WGs

ME will set up initial TC web pages (see existing pages for reference) based on information received from the TCPs. He will address the TCPs to let them know the kind of information needed. They will probably include, for each WG: names, complete postal addresses, e-mail, web page, officer positions and pictures (min. 105 pel wide), WG ToR and work plan, images to represent the topic.

Action 16/2009: ME to contact TCPs and ask for information to be put on the web pages, in due time.

Updating the pages will be the task of the TCs. To do so, each TC and each WG will need an editor, who will obtain an account from ME - typically this would be the secretary.

AR is to be informed about any address changes of WG officers, so that she can update the data base. These addresses will then automatically appear on the web pages.

6. Publication

6.1. Contribution to ISPRS Publications

There are several ISPRS publications, see http://www.isprs.org/publications/Default.aspx.

The IJ-GI editor-in-Chief, Wolfgang Kainz, would like to publish position papers in the journal; Derek Lichti and Qihao Weng (Editors-in-Chief of the J PH&RS), would like to have good proposals for theme issues and special issues. Each TC is invited to submit a suggestion for at least one theme issue during the four year term.

TCPs are also requested to contribute editorials for the GIM page and the eBulletin. These two publication channels are also valuable for announcing scientific meetings, e.g. the symposia, and to report about obtained results. Both publications are coordinated by LH.

TCPs are also asked to promote the Book series and encourage the production of new editions.

6.2. Biennial Reports

TCPs are requested to submit two reports on the activities and results of their work within the four year term to be included into the ISPRS Biennial Report. The next edition will be published for the years 2016-17 at the beginning of 2018.

6.3. Review procedures for ISPRS proceedings

A committee consisting of LH, NP, SZ, FR, and SH are to review the current review process for ISPRS proceedings and further develop it for future events. George Vosselman and Uwe Stilla, and possibly other members, are to be approached to join the committee. NP is asked to initiate formation of the committee.

7. Coming meetings

7.1. Joint Meetings with Council

Meetings between Council and Commission Presidents (so called Joint Meetings - JM) take place once yearly. In the future, these could be combined with the Geospatial Week in the odd years, and at the last symposium of the year in the even years between Congresses.

7.2. Next meetings

2016 - ACRS, Sri Lanka - Oct. 17 + 18

2017 - Geospatial Week, Wuhan, China - September (to be confirmed)

2018 - TCV Symposia, Delhi, India - December (to be confirmed)

TC Vice Presidents (V-TCPs) are invited to attend the JM, but they are not required to do so. In any case, each TC should be represented at each JM. It should be noted that no financial assistance can be offered to attend; support should be generated from Symposium revenues.

8. Any other business

SK requested that Cnl consider installing an additional Regional Representative for the Asia-Pacific region comprising 16 countries, namely India, Indonesia, Iran, Kazakhstan, Korea (DPR), Korea (Republic), Kyrgyzstan, Malaysia, Mongolia, Myanmar, Nauru, Nepal, Philippines, Sri Lanka, Thailand and Uzbekistan.

9. Closing

CH closed the meeting at 12:30, thanking LH for the hospitality and expressing his hopes for an interesting and successful cooperation in the next 4 years.