

**SUMMARY OF ISPRS COUNCIL MEETING MINUTES**  
**16 – 23<sup>rd</sup> August 2003, Istanbul**

**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)
Chair of the Congress Technical Committee	Gonul Toz

**Apologies** were received from G Begni (GB)

**1. Opening (JT)**

JT thanked attendees, especially OA for the arrangements. He noted that GB could not attend because of illness. JT also noted that a Joint Meeting would be held as part of the meeting and also that the International Advisory Board, convened by OA to advise on the Congress, would be meeting on Wednesday and would also have a joint meeting with Council and TCPs

**2. Approval of Agenda (JT)**

Agenda approved with the following additions:

Exchange 4.4 and 4.5

Add 4.7 Policy on travel

12 add Joint Board

**3. Review of minutes of last Council Meeting (ID)**

ID reviewed the minutes of the last meeting in Sydney. The following items were discussed:

3. Discussions with FAO (John Latham) on a MoU were ongoing.

4.7 Students from Istanbul had attended the meeting of the International Geodetic Students and had promoted the Congress in Istanbul. The next meeting of the IGS would be held in Istanbul in 2005.

**4. Policy Matters (JT)**

4.1 Review of Technical Commission Structure

4.1.1 Ballot Papers

ID reported that the ballot papers had been sent out with a full rationale from JT and the complete proposals for the new ToRs. A number of responses had already been received.

4.1.3 New schedule and procedures

ID presented Guidelines and Schedule for nominating TCPs at the 2004 Congress, based on discussions in Sydney. Council proposed some changes to these and decided that these should be sent out with a letter informing members of the result of the ballot in October.

It was also decided that a one day meeting of the new Council and TCPs immediately after the congress would be sufficient. Old Council and TCPs

would be invited to attend, if they wished, for half of this time. It was suggested that the meeting would be held on Saturday 24<sup>th</sup> August and that OA would look for a suitable meeting room.

#### 4.2 Marketing and publicity

TC had requested Council to decide on the programme of Press Releases for the remainder of the year. Council decided on the following:

October                      Restructuring Commissions  
After October      Launch of Foundation

It was noted that the initial contract with TC runs out in November and that we would need further consideration of the contract after then.

#### 4.4 Foundation

LF reviewed the Articles of Incorporation which had been filed on 7<sup>th</sup> July 2003, after approval by the lawyer.

Council reviewed the Bylaws, application for tax-exempt status, etc. and discussed the following points:

- The limit on spending for administration in early years of the Foundation should be \$15,000 until total for all funds reaches a threshold of \$750,000.
- Official Address – will rent and use a PO Box.
- Submit on exemption application that the amount of scholarships (in early years) to be ~\$10,000.
- Operating Procedures – LF presented a draft, to be completed and then further refined by Trustees when appointed.
- Contract for Financial Services – LF to obtain estimate of time for services defined in letter from CPA.
- Brochure – to be finalized with TC, to be viewed by Council before OA prints.
- Web site address should be [www.isprs.org/foundation/](http://www.isprs.org/foundation/)
- Board of Trustees – names were discussed and members of Council assigned to make contact.

Council approved the Bylaws.

Council approved the Not-for-profit application submission.

Operating procedures of the Foundation to be completed, edited and checked.

Contract for financial services to be followed up by LF.

#### 4.5 Registration of ISPRS

LF reported on correspondence with IRS.

LF also tabled correspondence with Cheryl McMurray, (Certified Public Accountant), who had been engaged as tax consultant in order to submit tax-exemption returns for ISPRS. AP is required to provide the information for this.

LF has full documentation of all correspondence and returns which he will maintain as the Council Archive.

Council discussed the proposal from Karl Kraus (KK) to change the Statutes and Bylaws so that registration could be made in Vienna. SM will be mediating between KK and Council, and he would be fully briefed on Councils actions.

Information from the lawyer is required on whether dual registration is possible, and whether Foundation can continue if ISPRS is registered in Vienna.

- 4.7 Policy on travel support  
Council agreed on the principle that Council should provide support to persons to attend events on behalf of Council only when deemed absolutely essential by all Council, each case should be considered on an individual basis and only to cover actual expenses

**5. Congress (OA)**

- 5.1 Preparations for Istanbul Congress  
OA gave a report on preparations so far, including additions to programme, such as the COPUOS Action group meeting on Saturday.  
OA gave web page statistics; LF report that web access in USA was not easy.  
Exhibition bookings are slow. OA requests Council help in encouraging companies to register.  
Keywords: Council agreed that keywords should be generic in referring to sensors.  
Council discussed suggestions for speakers for Plenary sessions and agreed that session topics should be:  
    Scientific review and outlook  
    New applications  
    Education and policy.
- 5.2 Contract and bids for 2008 Congress  
The draft contract was reviewed and changes agreed.
- 5.3 Publication of selected papers in Book Series or TGARS.  
OA had had discussions with Roger King of IEEE-GRS about publishing the best papers from the Congress in TGARS. It was decided that TCPs could do this for their own Commissions if they wished, contingent on maintaining prominent attribution to ISPRS. This particularly applied to TCVII, but papers from other Commissions could also be included.

**6. Review of Commission activities**

- 6.1 Actions arising from previous meetings and Joint meeting.  
WGI/1 SM had arranged for Mohamed Mostafa to produce a “white paper” on Resolution I,7 ‘- that an electronic, searchable database of sensor and platform information, both retrospective, current and planned .... be promoted to the ISPRS community.’

No further action resulted from the TCP reports at the JM, but a number of issues were raised which will be discussed at future meetings.

- 6.2 ICORSE

JT, ID and LF would meet with ICORSE in Hawaii. It was clear that Council needs to clarify the lines of communication and be more proactive.  
The Congress display will be taken to Hawaii.

**7. Statutes and Bylaws (GB)**

GB was not present at the meeting but it was decided that the additional changes to the Statutes and Bylaws need to be considered.

**8. ISPRS Membership (ID)**

- 8.1 Ordinary Members, Associate Members and Regional Members.

ID and AP reported on current status.  
It was noted that new applicants should be added to the database immediately on receipt of an application to assign an ID number.

8.2 Sustaining Members

An application had been received from Universiti Teknologi Malaysia. Council agreed to accept this application.

8.3 Action on overdue members

AP will draft letter to Ambassadors in overdue countries.

8.4 Letter from Agfa

ID had received a letter from Sustaining Member Agfa, protesting that Franz Leberl had claimed that film was dead and that this had 'created enormous chaos' amongst users of film, and asking ISPRS to 'take necessary action in this delicate matter. ID had sent the letter to FL for comment. Council concluded that it was not the responsibility of ISPRS to intervene in a dispute in such scientific matters. It was also noted that other StMs take a different view. Agfa should put their view in the appropriate publication. It was decided that an opportunity should be created to discuss this at Congress if possible.

**9. ISPRS Publications (ID)**

9.1 Database and Blue Book

9.1.1 Status

AP reported that RP had made many changes to the database and ID had updated the data. LF had made a number of recommendations on both the software and the data.

The following actions would be taken;

1. AP and RP would implement the changes and corrections which had been identified and produce a draft of the Bluebook for Council to approve.
2. The Bluebook would be printed and distributed by AP with a request for members to return a slip with any corrections.
3. ID would continue to make corrections to the data.
4. A new version of the Bluebook would be produced in 2004.

It was noticed that some members had changed their names or the adhering body without notifying Council. Changes of name should be notified to Council for publication in Highlights and announced at GA. New or change of organisations should be approved by GA.

9.1.2 Distribution policy

The following policy was agreed for distributing and selling Member addresses:

- StMs may request a copy which will be provided free of charge;
- Hardcopy labels of part III of the Bluebook could be sold to other organisations for \$250;
- Softcopy list entries in Pt I and Pt II could be sold for \$150;
- Softcopy entries and hardcopy labels (Pts I, II and III) could be sold for \$350.

9.2 ISPRS Bulletin

Council discussed the status of ISPRS Highlights and decided that the current format should be reviewed and alternatives discussed with GITC.

9.3 Home Page

The Home Page was performing well. FR had written a report for the September Highlights on the structure and content of the pages. LF recommended Commission drop down menus be expanded to include ISAC, IPAC and ICORSE Committee activities.

9.4 Archives

ID had obtained a list of the ITC holdings of the Archives and a request from the ITC librarian that the information be listed on the ITC website with a link to the ISPRS website. Council agreed to this.

There are gaps in the ITC holding and ID would remind TCPs of their obligation to provide ITC with copies of the Archives when published.

9.5 Orange Book

The draft would be presented to TCPs at the JM for further comments.

AP had revised the Directives for ISPRS Initiatives and Council had provided comments. AP would send revised version to Council for final approval. Council reviewed the model contract for Symposia and made some changes, this would also be reviewed by the TCPs at the JM.

9.6 Journal

9.6.1 EB reported on the status of the Journal and Council discussed the renewal of the contract with Elsevier.

Elsevier had agreed to appoint an Associate Editor, Council discussed possible candidates and decided that JT should write to them and enquire whether they are interested in the position.

9.7 Book series

9.7.1 Progress report

A report from the Book Series Editor had been received on 11<sup>th</sup> June. Council had approved publication of books from the WGII/5 and II/6 workshop in Hong Kong, edited by Zhilin Li, Qiming Zhou and Wolfgang Kainz and the workshop on GeoSensor Networks, edited by Anthony Stefanides.

Stan Morain was preparing a proposal for publishing the proceedings of the workshop on Radiometric and geometric Calibration.

9.7.2 Guidelines for reviewing

JT reported that additional comments had been received from ISAC, these were discussed and incorporated into the guidelines.

9.7.3 Contract

Council approved the Memorandum of Agreement for Editors of Camera-Ready Proceedings between ISPRS and Swets & Zeitlinger B.V.

A contract was required between the publisher and editors. Guidance notes are also required.

9.8 Green Book

The draft prepared by ID was reviewed by Council, and suggestions made for a final version.

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## **10. Financial Affairs (AP)**

- 10.1 Report on status  
OA reported on the financial situation. Subscriptions were coming in a better rate than in 2002.  
Investments vary according to exchange rates etc. but overall position is being maintained.

## **11. Awards**

- 11.1 Helava Award  
Council discussed Article 5 of the rules: 'No member of the Juries shall receive the U.V. Helava Award or 'best paper' award.' Agreed that the words 'or the Editors' should be added after 'Juries'

## **12. Relations with International and other Organisations**

- 12.1 ICSU  
ISPRS had been invited to nominate someone for the Policy Committee for Developing Countries and for the Priority Area Assessment Panel on Capacity Building in Science.
- 12.2 COPUOS  
Council reviewed the OOSA programme of meetings. JT had made enquiries about the meeting on Use of Space Technology in Sustainable Development but had not received an invitation.
- 12.3 COSPAR  
ISPRS had been invited by COSPAR to apply for membership. It was decided to go ahead with this.
- 12.4 CRTEAN  
ISPRS had also been invited to apply for Associated Membership of CRTEAN- Centre Régional de Télédétection des Etats de l'Afrique du Nord. It was decided to go ahead with this.
- 12.5 Digital Earth and Global Mapping  
JT outlined the discussions which had taken place at the meeting in Okinawa. It was suggested that Rytaro Tateishi should represent ISPRS on the International Global Mapping Forum.
- 12.6 CIPA Statutes  
JT had prepared comments on changes to Statutes prepared by Peter Waldhausl. Council accepted these comments.
- 12.7 Joint Board of the Geospatial Information Societies  
JT had attended the meeting in Durban, hosted by ICA. He tabled a letter of intent which set out the objectives of the Board. It is intended to set up a website and for the permanent headquarters of GIG in Denmark. The letter was agreed.  
JT is now chair of JBGIS and ISPRS will host the next meeting in Istanbul.
- 12.8 US Commercial Remote Sensing Conference  
LF had agreed on collaboration in this conference in exchange for benefits for ISPRS.

**13. Reports from Council**

Reports were tabled.

**14. Nominations for Council and TCPs**

Council reviewed the current known bids for Council and TCPs for the period 2004 – 2008. It was agreed that efforts should be made to encourage more members to bid for Commissions.

**15. Review of Actions**

15.1 ID reviewed the actions on Council.

15.2 ID listed new actions from this meeting.

**16. Other Business**

16.1 AP suggested that ISPRS make use of a fold up map of the world, shown at ICA, with a satellite image.

**17. Next Council Meeting**

The next Council Meeting would be Joint Meeting with TCPs and would be held in Beijing on 31st March to 5<sup>th</sup> April 2004.

**18. Close**

JT closed the meeting and thanked all for attending and particularly thanked OA and his team for the excellent organisation and hospitality.