#### 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:

1. organisation of the scientific work of the WG according to its Terms of Reference;
2. 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;
3. communication with people who have a strong interest in the activities of the WG, and an ability to progress its scientific work;
4. distribution of ISPRS news to people interested in the WG, e.g. by forwarding the ISPRS *eBulletin*;
5. regular communication on the activities of the WG to the TCP, including the submission of WG contributions for ISPRS Biennial reports;
6. 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;
7. 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.