Responsibilities and Duties of ISPRS Council Members

(Green Book)
Introduction
This publication sets out the responsibilities and duties of ISPRS Council Members. It has been compiled to include the statutory duties set out in the Statutes and Bylaws of ISPRS and from the experience of current Council Members. It will be updated from time to time as responsibilities change.

The first section contains a list of the responsibilities of each Council Member. The Annexes list useful information and actions required for various topics.

V2.0 compiled April 2008
V3.0 compiled October 2016

Orhan Altan
Christian Heipke

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1. **President**

**Statutory Responsibilities**

1. **Convene** and **preside** over the plenary sessions of Congress, the General Assembly and the Council; the President may delegate the Director of the Congress to preside at Congress plenary sessions - Bylaw XI.6.

2. **Planning** for the Congress and General Assembly - Bylaw XI.6
   a. Advise Members, not less than twelve months in advance of the Congress, the date and place of the next meeting of Congress;
   b. Prepare and communicate to Members a draft agenda for General Assembly, accompanied by an explanation of the purpose and importance of the items of the Agenda, not less than 3 months prior to the Congress;
   c. Not less than one month in advance of the Congress, provide the names of the Ordinary Members which have proposed to organize the next Congress;
   d. Not less than one month in advance of the Congress, provide the names of the Ordinary Members which have proposed to be responsible for each of the Commissions for the next four-year period and the names of their proposed Commission Presidents and Vice-Presidents;
   e. Not less than one month in advance of the Congress, provide the nominations of members for Council, who have been proposed by Ordinary Members;
   f. Invite certain persons to attend the Congress - Bylaw IX.4 (c);
   g. Convene the General Assembly to one or more meetings in the course of the Congress - Bylaw X.1.

3. In the interval between Congresses the President may **convene the General Assembly** to an extraordinary meeting to discuss a single Resolution that has the support of at least two Ordinary Members. Whenever called upon in writing by not less than three-quarters of the Members, the President shall convene an extraordinary meeting.

4. **Convene Council Meetings** at least once per year - Bylaw X.2

5. Coordinate the **activities of the Commissions** and Working Groups, according to the decisions and intentions of the General Assembly and the Congress - Bylaw XIII.6

6. **Represent the Society** in its dealings with national or international institutions or organizations whose activities are of interest to the Society - Bylaw XI.6(c)

7. **Cooperate with other international organizations** concerned with photogrammetry, remote sensing, spatial information science, cartography, geodesy, surveying, and other similar disciplines - Bylaw XI.6(d)

6. **Appoint Chairpersons of ISPRS Committees**, and approve selection of members of the committee - Bylaw VII.2

7. **Represent the Society** in financial matters including Society bank accounts - Bylaw XV.5.

**Specific Tasks**

1. Congress
   a. Prepare the invitation to the Congress for the Second Announcement – Oct. year 2
   b. Coordinate preparations for the Congress with Congress Director
   c. Arrange the agendas and chair sessions of the General Assembly
   d. Report to the General Assembly on developments in the Society
   e. Handover the Presidential chain at the closing
2. Coordination of the activities of the Commissions and Working Groups
   a. Ensure that resolutions are addressed in the preparation of the Terms of Reference of WGs for the 4 years between the Congresses - Post-Congress JM and JM, October/November of Congress year.
   b. Monitor the progress of the implementation of Resolutions at JM - year 2
   c. Monitor yearly the progress of the work of the Commissions through the Commission President.
   d. Attend Commission Symposia – year 2
3. Plan and chair Council and Joint Meetings
   a. Plan Council Meetings twice per year
   b. Prepare agenda for CMs with SG and coordinate preparation of documents
   c. Prepare President’s report to Council Meetings
   d. Plan JMs every year as follows:
      - Post-Congress; October/November year of Congress;
      - September/October year 1
      - At the last Symposium year 2
      - Year 3 at Congress location, preferably 1 year before Congress
      - March/April prior to Congress
   e. Prepare agenda for Joint Meetings with SG and coordinate preparation of documents
4. Prepare and sign the contracts for
   a. The Congress with Congress Director – October post Congress
   b. The Symposia with the TCPs – by April year 1
   c. The publication of the Journals – in due time
   d. The publication of the Book Series – year of Congress
5. Cooperate with other international organizations concerned with photogrammetry, remote sensing, spatial information science, cartography, geodesy, surveying, and other similar discipline:
   a. Attend annual meetings of the Joint Board of Geospatial Information Societies
   b. Provide contact of relevant new officers - year 1.
6. Represent the Society at international meeting and events
   a. Attend meetings when appropriate, and communicate with international organizations, e.g. ICSU, UN OOSA, CODI meetings in Africa, IEEE-GRS, Joint Board of Geospatial Information Societies
   b. Maintain passive contact with other organisations, e.g. ISU, CIESIN
   c. Attend meetings and communicate with Regional members, multi-national meetings and national members when appropriate
   d. Represent Society in one of six regions of the world
7. Awards
   a. Coordinate all actions concerning the awards
   b. Keep contact with donors, juries and awardees to ensure all necessary actions are carried out in good time (in particular decision taking, preparation of certificates, medals/plaques, funds)
   c. Prepare awards booklet and citations for each award
   d. For specific duties see appendix
8. Reporting
   a. Prepare editorial for GIM page, Geoinformatics page and ISPRS eBulletin in agreement with SG and other Council members
   b. prepare reports on visits to Members and international meetings for Council
9. Other Duties, as agreed by Council
   a. Work on gaining new members in areas where ISPRS is underrepresented
2. **Secretary General**

**Statutory Responsibilities**

1. **Act as Secretary** of the Society (GA, CM, JM), arrange the meetings of these bodies, and draw and distribute their agenda and minutes at the appropriate time;

2. **Represent the Society** in its dealings with national or international institutions or organizations whose activities are of interest to the Society; ensure that external organization contact details are up to date and that ISPRS details are correct;

3. **Deal with the correspondence** of the Society and distribute to Members relevant information and communication;

4. **Ensure the keeping of the records**, particularly the address database (previously Blue Book) and web information (previously Silver Book);

5. **Collate reports of Commissions** and distribute information concerning Commissions;

6. **Collaborate with Congress Committee and Commissions** concerning publications of meetings (Archives, Annals);


8. **Ensure that the decisions taken at Congresses are speedily carried out**;

9. **Receive the credentials of Delegates**, Advisors and Representatives appointed by Ordinary Members, Associate Members and Regional Members to represent them at the Congress and report in writing to the President on their voting rights.

10. **Coordinate the scheduling of all events** of the Society.

11. **Manage Headquarters** of the Society.

**Specific Tasks**

1. Represent Society in one of six regions of the world
   a. Strive to participate in regional events.
   b. Coordinate with Regional Members of Council assigned region.

2. **ISPRS Membership**
   a. Coordinate membership requests and postal votes
   b. work on gaining new members in areas where ISPRS is underrepresented

3. **ISPRS events**
   a. approve sponsorship and co-sponsorship of ISPRS events
   b. Attend Commission Symposia – year 2

4. **Reports**
   a. Submit SG activities report to each Council Meeting.

5. **Publications**
   a. act as editor of eBulletin
   b. coordinate input for web pages together with web master
   c. coordinate input for GIM magazine, once per month
   d. coordinate input for Geoinformatics magazine, twice per year
   e. coordination production and distribution of biennial report
   f. coordinate production of ISPRS brochure and distribution to events (4 months prior to event)
   g. ensure that the contact points (addresses, emails etc.) of all members are updated and liaise with regional representatives on updating these records

6. **Other duties**, as agreed by Council
   a. distribute all documents of GA in digital form one month in advance of meeting
3. CONGRESS DIRECTOR

Statutory Responsibilities
1. Chair the Congress Committee;
2. Represent Ordinary Member responsible for the Congress in all matters relating to its organization;
3. Correspond with Ordinary Members, Associate Members, Regional Members, Commissions, Working Groups, Committees and the Sustaining Members Committee concerning the scientific and social programs of the Congress;
4. Report to the Council measures being taken to prepare the Congress and the progress therein;
5. Arrange publication of Proceedings (Archives and Annals) relating to that Congress;
6. Be available for consultation on the planning of all matters related to that Congress.

Specific Tasks
1. Represent Society in one of six regions of the world
   a. Strive to participate in regional events.
   b. Coordinate with Regional Members of Council assigned region.
2. Reports
   a. Submit Congress Director Activities report to each Council Meeting.
3. ISPRS events
   a. Prepare material for announcement of Congress (web presence, 1\textsuperscript{st} and 2\textsuperscript{nd} announcement, etc.)
   b. Attend Commission Symposia – year 2
4. Other duties, as agreed by Council

4. FIRST VICE-PRESIDENT

Statutory Responsibilities
1. General responsibilities (BL-XI.8.a & b)
   a. Assist the President when called upon to do so.
   b. Act as President whenever President is prevented by circumstances outside his/her control from fulfilling his/her duties
2. Chair Resolutions Committee (BL-XI.8.c; XIII.15)
   a. Review, maintain and update schedule of Resolutions process.
   b. Recruit 3 to 5 committee members.
   c. Present Resolutions to the General Assembly for approval.
3. Coordinate Awards (BL-XI.8.d)
   a. Review, maintain and update schedule of Awards process.
   b. Maintain ISPRS Awards Policy Guideline.
   c. Prepare Awards Brochure for distribution at Symposia.
   d. Work Awards ToRs with OdM sponsors when changes are warranted.
   e. Collaborate with the ISPRS Foundation and other Juries to assure Awards are funded, grants and gifts are prepared and in place for the awards ceremony.
   f. Recommend timing of Award presentations to Council.
Specific Tasks
1. Represent Society in one of six regions of the world
   a. Assist the President when called upon to do so.
   b. Strive to participate in regional events.
   c. Coordinate with Regional Members of Council assigned region.
2. Reports
   a. Prepare article on Awards for ISPRS eBulletin.
3. Other Duties, as agreed by Council
   a. Work on gaining new members in areas where ISPRS is underrepresented

5. SECOND VICE-PRESIDENT

Statutory Responsibilities
1. General responsibilities (BL-XI.9)
   a. Assist the President in any manner requested by President;
   b. Assist First Vice-President should he/she be prevented from acting;
   c. Review, maintain and update the Statutes, Bylaws and Guidelines.

Specific Tasks
1. Represent Society in one of six regions of the world
   a. Strive to participate in regional events.
   b. Coordinate with Regional Members of Council assigned region.
2. Reports
   a. Submit 2nd VP activities report to each Council Meeting.
3. Coordinate journal publications
4. Liaise with ISPRS Student Consortium
5. Other duties, as agreed by Council

6. TREASURER

Statutory Responsibilities
1. Issue annual invoices in the first few weeks of the upcoming fiscal year to Ordinary Members, Associate Members, Regional Members, and Sustaining Members; send periodic reminders to those in arrears;
2. Collect the funds of the Society and administer them in accordance with the decisions of the General Assembly and the instructions of the Council;
3. Keep account of all financial transactions and submit a statement of accounts, at the end of each fiscal year, to the ISPRS accounting firm for preparation of the US Internal Revenue Service (IRS) Form 990, and to the Financial Commission for review;
4. Assemble complete accounts of the Society for the four-year term, at the end of the fiscal year prior to the Congress, and submit them to the Financial Commission for review;
5. Submit to SG, prior to meeting of GA, a list of Ordinary Members, Associate Members and Regional Members that have not yet paid their annual subscription fee up to and including the year prior to the GA;
6. Submit a financial statement to each Council meeting and a summary financial report to the General Assembly;
7. **Complete accounts for hand over** to new Treasurer within two months of the end of the Congress. The new Treasurer shall replace the outgoing Treasurer on receipt of the final accounts and after signature authority has been approved by the ISPRS bank.

**Specific Tasks**

1. Represent Society in one of six regions of the world
   a. Strive to participate in regional events.
   b. Coordinate with Regional Members of Council assigned region.
   c. Coordinate Scientific Initiative calls (even years, if resources are available), submissions, selection, funding, evaluation, and promotion of results.

2. Contracts
   a. Ensure that a contract is signed by the member organisations hosting Congress and Symposia and organisation hosting Geospatial Week;
   b. Manage contracts with publishers;

3. Reports
   a. Submit Treasurer Activities report and financial status report to each Council Meeting.
   b. Provide financial details to ISPRS appointed accountant for preparation of Form 990, according to reporting requirements of ISPRS’s incorporation in the State of Maryland, in appropriate month of each year;
   c. Maintain archive of financial records for past (1, 2, 3, 4…) years according to legal requirements for ISPRS’s incorporation in the State of Maryland;

4. Coordinate Scientific Initiative
   a. Issue call in autumn of odd years and manage selection process.
   b. Manage financial transaction with successful applicants.
   c. Collect reports and manage approval process.

5. Other duties, as agreed by Council
   a. Work on gaining new members in areas where ISPRS is underrepresented

**Duties by date**

*April 15 each year*
Send required documents to ISPRS accounting firm for preparation of US/IRS Form 990 twice a year

*February of each year*
Send wire transfer for service fees to ISPRS WebMaster
Send wire transfer for service fees to ISPRS Journal of Geo-Information

*Nov*
Request details of accounts to 30 December and budget items

*February each year*
Prepare budget and submit to Finance Commission with statement of accounts for audit

*June each year*
Dues reminder to all Members in arrears

*January Year 4*
Write to all defaulters over 4 years and say that they will be expelled if they do not pay

*TBD*
Call for proposals for scientific initiatives with closing date of 31 January

*Ongoing*
Seek advice on investments and adjust as necessary

*Ongoing*
Encourage universities to take out Sustaining Membership

*Appropriate month of each year*
Arrange for preparation of Form 990 for State of Maryland

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7. APPENDIX

7.1 ISPRS registration document

see www.isprs.org/specials/announce_PDF/registration_law.pdf

7.2 ISPRS guidelines, policy and other important documents

see www.isprs.org/documents/guidelines.aspx:

Candidates for members of the Council
Guidelines for members planning to host an ISPRS Congress
Guidelines for Regional Representatives
Guidelines for ISPRS Awards
ISPRS Financial Policy
Guidelines for ISPRS Financial Commission
ISPRS Spending Policy
ISPRS Individual Membership Policy
Strategic plan for ISPRS publications

More guidelines (for papers, reports etc.) can be found in the Manual of Operation of ISPRS Commissions and Working Groups (Orange Book).

Sample contracts
Congress
SAMPLE CONGRESS CONTRACT

Geospatial Week
SAMPLE CONTRACT FOR GEOSpatial WEEK
### 7.3 ISPRS awards documents

**Contacts and Juries for ISPRS Awards** (as of 2016)

<table>
<thead>
<tr>
<th>Award</th>
<th>Donor</th>
<th>Contact</th>
<th>Email</th>
<th>Jury</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brock Gold Medal</td>
<td>ASPRS</td>
<td>Charles Toth</td>
<td><a href="mailto:toth.2@OSU.EDU">toth.2@OSU.EDU</a></td>
<td>Council plus advisors</td>
</tr>
</tbody>
</table>
| Otto von Gruber        | NCG         | The President of NCG; Prof Arnold Bregt; Contact: G. Vosselman; Secretary NCG; Mr Sieb Dijkstra | arnold.bregt@wur.nl, george.vosselman@utwente.nl, Dijkstra@kadaster.nl, siebdijkstra@ncgeo.nl | President of ISPRS (chair but no vote)  
Nominee of DGPF.  
Nominee of RSPSoc.  
The Netherlands Centre for Geodesy and Geo-informatics (NCG). info@ncgeo.nl, www.ncgeo.nl |
| U. V. Helava           | Elsevier & Leica Geosystems | Derek Lichti                     | ddlichti@ucalgary.ca                        | 4 experts proposed by Editors-in-Chief of the Journal 1 scientist proposed by Leica Geosystems AG  
One of the Editors-in-Chief of the Journal shall serve as secretary of the jury, without voting rights. |
| Giuseppe Inghilleri    | SIFET       | Fulvio Rinaudo                   | fulvio.rinaudo@polito.it                   | The President of ISPRS (Chair)  
The Secretary General of ISPRS  
The President of SIFET or its nominee. |
| Eduard Doležal         | Austrian Society | Julius Ernst                    | office@ovg.at                              | The President of ISPRS (chair).  
The Secretary General of ISPRS.  
The President of the Austrian Society for Surveying and Geoinformation or its delegate to the ISPRS General Assembly.  
A representative of UNOOSA. |
| Schwidefsky Medal      | DGPF        | Thomas H. Kolbe                  | thomas.kolbe@tum.de                        | President of the DGPF (Chair),  
President of ISPRS, Secretary General of ISPRS. |
<table>
<thead>
<tr>
<th>Name</th>
<th>Society/Institution</th>
<th>Position</th>
<th>Email/Contact</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>W. Schermerhorn</td>
<td>Geoinformation Netherlands</td>
<td>President Mr. Peter Hoogwerf:</td>
<td><a href="mailto:p.hoogwerf@geo-info.nl">p.hoogwerf@geo-info.nl</a></td>
<td>President of ISPRS (Chair), A board member of Geo-Information Netherlands, Rector/Dean of ITC, A professor in the field of Photogrammetry, Remote Sensing and GIS of Wageningen University and Research Centre, and of Delft University of Technology.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Secretary Mr. Mark Verlaat:</td>
<td><a href="mailto:m.verlaat@geo-info.nl">m.verlaat@geo-info.nl</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Commissioner for Res. &amp; Educ. Mr. Marien de Bakker:</td>
<td><a href="mailto:m.debakker@geo-info.nl">m.debakker@geo-info.nl</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>In case for help: George Vosselman:</td>
<td><a href="mailto:vosselman@itc.nl">vosselman@itc.nl</a></td>
<td></td>
</tr>
<tr>
<td>Samuel Gamble</td>
<td>Canadian Institute of Geomatics</td>
<td>President Alex Giannelia</td>
<td><a href="mailto:admincig@magma.ca">admincig@magma.ca</a></td>
<td>President of the Canadian Institute of Surveying and Mapping, or his or her nominee, and Ian Dowman, Mike Renslow</td>
</tr>
<tr>
<td>Wang Zhizhou</td>
<td>CSGPC</td>
<td>Wang Qian</td>
<td><a href="mailto:wangqian@bsm.gov.cn">wangqian@bsm.gov.cn</a></td>
<td>Council, must be unanimous</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Chen Jun</td>
<td><a href="mailto:chenjun@nsdi.gov.cn">chenjun@nsdi.gov.cn</a></td>
<td></td>
</tr>
<tr>
<td>Karl Kraus</td>
<td>Austrian Society</td>
<td>Norbert Pfeiffer</td>
<td><a href="mailto:np@ipf.tuwien.ac.at">np@ipf.tuwien.ac.at</a></td>
<td>Orhan Altan, President of ISPRS Technical Commission VI, Chair of the Student Consortium of ISPRS, and Chair, who shall be nominated by the three donating societies.</td>
</tr>
<tr>
<td>Frederick J. Doyle</td>
<td>White Elephant Club</td>
<td>Armin Gruen</td>
<td><a href="mailto:armin.gruen@geod.baug.ethz.ch">armin.gruen@geod.baug.ethz.ch</a></td>
<td>President of ISPRS (head of jury), Chair of ISAC, President of the ISPRS Commission VI</td>
</tr>
</tbody>
</table>
## Information required for nominations (with dates for 2016 Prague Congress)

<table>
<thead>
<tr>
<th>Award Name</th>
<th>Deadline for Receipt of Nominations</th>
<th>Documents required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brock Gold Medal</td>
<td>1st Oct. 2015</td>
<td>Letter of recommendation and documentation giving an explanation of the grounds for the award. Nominations from two individuals from different nationalities (and different from the candidate).</td>
</tr>
<tr>
<td>Otto von Gruber</td>
<td>1st Feb. 2016</td>
<td>Copy of paper</td>
</tr>
<tr>
<td>Giuseppe Inghilleri</td>
<td>1st Feb. 2016</td>
<td>Appropriate documentary evidence of the candidate's work</td>
</tr>
<tr>
<td>Eduard Doležal</td>
<td>1st Jan. 2016</td>
<td>Letter of recommendation and documentary evidence which demonstrates that the nominee has permanently implemented a practical application of photogrammetry, remote sensing or GIS in an efficient manner; or which documents their outstanding success in a field that supports the photogrammetry, remote sensing and spatial information sciences.</td>
</tr>
<tr>
<td>Schwidefsky Medal</td>
<td>1st Feb. 2016</td>
<td>Letter of recommendation</td>
</tr>
<tr>
<td>W. Schermerhorn</td>
<td>1st Feb. 2016</td>
<td>Letter of recommendation</td>
</tr>
<tr>
<td>Samuel Gamble</td>
<td>1st Feb. 2016</td>
<td>Letter of recommendation</td>
</tr>
<tr>
<td>Karl Kraus Medal</td>
<td>1st Feb. 2016</td>
<td>Letter of recommendation. Three copies of the nominated textbook to be sent separately ....</td>
</tr>
<tr>
<td>Doyle Award</td>
<td>1st Feb. 2016</td>
<td>A brief description of the inspirational qualifications that the candidate has exhibited to merit the award.</td>
</tr>
</tbody>
</table>

Helava Award, Best Poster Award, CATCON Award: not listed, because no nomination
# Tasks & Schedule Coordination (with dates for 2016 Prague Congress)

<table>
<thead>
<tr>
<th>Award Name (Donor)</th>
<th>Award Content</th>
<th>Deadline for Receipt of Nominations (to whom)</th>
<th>Deadline to Select &amp; Inform Jury (by whom)</th>
<th>Send Nominations to Jury (by whom)</th>
<th>Winner Selection(s) by Jury (to Council)</th>
<th>Inform Winners(^5) (by whom)</th>
<th>Inform Donors to Prepare(^5) (by whom)</th>
<th>Presenter of Award(^2) (Where)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Honorary Member(s) (ISPRS)</strong></td>
<td></td>
<td></td>
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<td></td>
<td></td>
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</tr>
<tr>
<td>Silver Medal, Certificate</td>
<td>1/07/15</td>
<td>1/10/15(^1) (Pr)</td>
<td>Council is the Jury</td>
<td>1/10/15(^1) (Pr)</td>
<td>1/3/16 (Pr)</td>
<td>1/4/16 (Pr)</td>
<td>1/4/16 (Pr)</td>
<td>Pr (Opening)</td>
</tr>
<tr>
<td><strong>Fellows (ISPRS)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Silver Medal, Certificate</td>
<td>1/10/15(^1) (Pr)</td>
<td>1/10/15(^1) (Pr)</td>
<td>Council is the Jury</td>
<td>1/10/15(^1) (Pr)</td>
<td>1/3/16 (Pr)</td>
<td>1/4/16 (Pr)</td>
<td>1/4/16 (Pr)</td>
<td>Pr (Opening)</td>
</tr>
<tr>
<td><strong>Brock Gold Medal(^1)</strong> (ASPRS)</td>
<td>Gold Medal, Certificate</td>
<td>1/10/15 (SG)</td>
<td>Council is the Jury</td>
<td>Awards Nomination Committee (ANC) to review Awards after deadline and make recommendations on additional nominations.</td>
<td>1/3/16 (Pr)</td>
<td>1/4/16 (Pr)</td>
<td>1/4/16 (Pr)</td>
<td>SG (Opening)</td>
</tr>
<tr>
<td><strong>Otto von Gruber Medal</strong> (NCG)</td>
<td>Medal, Funds, Certificate</td>
<td>1/2/16 (Pr)</td>
<td>1/2/16 (Pr)</td>
<td>1/2/16 (Pr)</td>
<td>1/3/16 (Pr)</td>
<td>1/4/16 (Pr)</td>
<td>1/4/16 (Pr)</td>
<td>Pr &amp; OVG (Plenary 2)</td>
</tr>
<tr>
<td><strong>Giuseppe Inghilleri Medal</strong> (SIFET)</td>
<td>2,500 SFr, Certificate</td>
<td>1/2/16 (Pr)</td>
<td>1/2/16 (Pr)</td>
<td>1/2/16 (Pr)</td>
<td>1/3/16 (Pr)</td>
<td>1/4/16 (Pr)</td>
<td>1/4/16 (Pr)</td>
<td>TBR (Plenary 2)</td>
</tr>
<tr>
<td><strong>Eduard Doležal</strong> (Austrian Society)</td>
<td>Funds, Certif., Congress regis.</td>
<td>1/1/16 (SG)</td>
<td>1/1/16 (Pr)</td>
<td>1/1/16 (Pr)</td>
<td>1/3/16 (Pr)</td>
<td>1/4/16 (Pr)</td>
<td>1/4/16 (Pr)</td>
<td>TBR (Plenary 1)</td>
</tr>
<tr>
<td><strong>Schwidefsky Medal</strong> (DGPF)</td>
<td>Medal, Certificate</td>
<td>1/2/16 (Pr)</td>
<td>1/2/16 (Pr)</td>
<td>1/2/16 (Pr)</td>
<td>1/3/16 (Pr)</td>
<td>1/4/16 (Pr)</td>
<td>1/4/16 (Pr)</td>
<td>TBR (Plenary 1)</td>
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<tr>
<td><strong>W. Schermerhorn</strong> (Geoinfo Netherlands)</td>
<td>SFr. 1,250 and plaque</td>
<td>1/2/16 (Pr)</td>
<td>1/2/16 (Pr)</td>
<td>1/2/16 (Pr)</td>
<td>1/3/16 (Pr)</td>
<td>1/4/16 (Pr)</td>
<td>1/4/16 (Pr)</td>
<td>TBR (Plenary 1)</td>
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<tr>
<td><strong>Samuel Gamble</strong> (CIG)</td>
<td>Certificate</td>
<td>1/2/16 (Pr)</td>
<td>1/2/16 (Pr)</td>
<td>1/2/16 (Pr)</td>
<td>1/3/16 (Pr)</td>
<td>1/4/16 (Pr)</td>
<td>1/4/16 (Pr)</td>
<td>TBR (Plenary 3)</td>
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<tr>
<td><strong>Wang Zhizhou</strong> (CSGPC)</td>
<td>SFr. 2,500 &amp; Certificate</td>
<td>1/2/16 (Pr)</td>
<td>1/2/16 (Pr)</td>
<td>1/2/16 (Pr)</td>
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<td>1/4/16 (Pr)</td>
<td>1/4/16 (Pr)</td>
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<td><strong>Karl Kraus</strong> (DGPF, OVG,SGPBF)</td>
<td>Medal, Certificate</td>
<td>1/2/16 (Pr)</td>
<td>1/2/16 (Pr)</td>
<td>1/2/16 (Pr)</td>
<td>1/3/16 (Pr)</td>
<td>1/4/16 (Pr)</td>
<td>1/4/16 (Pr)</td>
<td>Pr + 1 HM (Gala dinner)</td>
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<td><strong>Frederick J. Doyle</strong> (ISPRS)</td>
<td>Silver Medal, US 2,500</td>
<td>1/2/16 (Pr)</td>
<td>1/2/16 (Pr)</td>
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<td>1/3/16 (Pr)</td>
<td>1/4/16 (Pr)</td>
<td>1/4/16 (Pr)</td>
<td>Pr &amp; Sponsors (Opening, incl. runners up)</td>
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<td><strong>U. V. Helava</strong> (Elsevier &amp; Leica)</td>
<td>Plaque, SFr. 10,000 Certificate</td>
<td>1/2/16 (Cnl)</td>
<td>(Jury is in place)</td>
<td>1/3/16 (Editors P&amp;RS)</td>
<td>1/3/16 (Pr)</td>
<td>1/4/16 (Pr)</td>
<td>1/4/16 (Pr)</td>
<td>Pr &amp; Sponsors (Opening, incl. runners up)</td>
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<tr>
<td>Best Young Authors (ISPRS)</td>
<td>2,500 SFr, Certificate</td>
<td>30/11/15 (CD)</td>
<td>Jury is TCPs then Council</td>
<td>1/1/16 (CD)</td>
<td>1/2/16</td>
<td>15/2/16 (Pr)</td>
<td>1/4/16 (CD &amp; Tr)</td>
<td>TBR (Gala dinner)</td>
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<td>Best Poster Papers (ISPRS)</td>
<td>Certificate</td>
<td>NLT day before Closing (TCP)</td>
<td>JM year prior TCP appt. jury</td>
<td>Contest held at Congress</td>
<td>NLT day b4 Closing (CD)</td>
<td>NLT day b4 Closing (CD)</td>
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<td>CD (Closing)</td>
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<td>CATCON Award (ISPRS)</td>
<td>Funds, Certificate</td>
<td>NLT Congress 1st day (TC VI)</td>
<td>2 mo. prior (Pr &amp; TCP VI)</td>
<td>Contest held at Congress</td>
<td>NLT day b4 Closing (CD)</td>
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<td>TBR (Closing)</td>
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<td>1/3/16 (Pr)</td>
<td>6 mo. prior (Pr)</td>
<td>Each TC is a Jury</td>
<td>1/3/16</td>
<td>1/4/16 (Pr)</td>
<td>1/4/16 (CD)</td>
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<td>IGI Africa Ambassador Award (TIF &amp; IGI)</td>
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General Notes about Chart:
Entries denoted in **Bold italics** are specified in the ToR of the Award. To change them requires a change in the ToR.
Entries not specified by **Bold italics** provide recommended ToR (based on Council experience).
Abbreviations used are: NLT = Not Later Than, appt. = appoints, TBR = to be resolved by Council

Footnotes (Council Tasks):
1. (Brock 5.a.) “The Council shall, two years prior to each Congress, invite the member societies to submit recommendations for recipients of the Award.”
2. (Presenter of Award) Whichever Council Member presents the Award is responsible for providing the Presentation speech to the CD for Archives A. The presenting Council Member is to coordinate with the donor for joint presentation.
3. (Doležal) SG to request Austrian Society to indicate the amount of grant funds available nine months prior to Congress.
4. (Best Posters & CATCON) It is preferable for these sessions to be completed at least one and half days before the day of the Closing Ceremony so that authors can be informed, on-site publicity can be issued, and certificates can be prepared.
5. (Inform Winners/Donors) The sooner Winners/Donors are notified, the most likely they’ll be in attendance and the technical program can be adjusted to avoid potential conflicts in their schedules. Donors are to be informed to prepare Certificates, Plaques, etc. for presentation ceremony.
6. (President’s Citations, Best Young Authors, Best Poster Papers, CATCON Prizes) CD to prepare certificates; TR to prepare funds (checks for winners).
7. (Young Authors) TR to send check upon receiving (NLT 3 months prior) affirmation that winner will participate and present paper in the Congress.

Other Council tasks regarding procedures for ISPRS Awards:
1. SG to communicate with all Member societies, 18 months prior to the Congress, requesting nominations.
2. President or SG should announce request for nominations and provide handouts of Awards Brochure at all Symposia.
3. (Past) President should hand out Certificate of Appreciation to TCPs at a Congress event (e.g. Closing) or General Assembly.
4. (Past) President should send Certificates of Appreciation to all Commission Secretaries and all WG Officers after the Congress.
5. (Past) President should send Certificate of Appreciation at a Congress event (e.g. Closing) or General Assembly.
7.4 ISPRS procedures

Procedure for admission of new members

SG receives application and acknowledges with information on approval procedure. SG ensures completeness and then sends copies to Council for action.

**OdM or AsM or RgM Council recommendation to GA re: approval**

per BL V1.1.(c); V1.2.(c); V1.3.(b)

SG organizes ballot & sends to OdM’s

**Membership Approved**

SG informs applicant of result and that payment is due before Membership becomes official

SG informs Council with address & category

SG adds Member to DB and informs TR

**Membership is official**

Tr sends invoice* and receives payment

SG informs webmaster & eBulletin

Council records status at next CM

SG issues New Membership Certificate at an appropriate event

Council acknowledges New Membership at quadrennial General Assembly

* If application is received after 30th June of any year, subscription payable for the second half of the year only. If application is received after 30th September of any year, subscription payable for the next year.

**StM**

Council approves/rejects

SG requests new StM to submit profile for eBulletin

SG issues New Membership Certificate at an appropriate event

SG organizes ballot & sends to OdM’s

Council acknowledges New Membership at quadrennial General Assembly
Procedure for approval of an **ISPRS event to be sponsored or co-sponsored**

SG receives Application for the event.
SG checks the availability of the location and dates for clashes. Event cannot take place four months before/after related Midterm Symposia or Congress without special approval by TCP/CD).

**ISPRS event**
*approved / denied*
SG informs the applicant about decision and about the proceedings procedure

SG informs web master to insert the event into the ISPRS Calendar and proceedings publisher to contact application

Proceedings publisher contacts applicant about contract and volume no.

**Co-sponsored event**
*approves / denies*
SG informs applicant

SG informs web master to insert the event to the ISPRS Calendar

Proceedings publisher contacts applicant about contract and volume no.
Guidelines for **Registration for ISPRS General Assembly (GA)**

1. **Preparation**
   - Member fees must be paid up to the end of the year prior to the Congress to be eligible to vote. Outstanding fees may be paid in cash up to the commencement of voting. Members are to be advised of this option at least one month prior to the GA. *(SG)*
   - Proof of payment - the only acceptable proof of payment will be confirmation of the funds being received in the ISPRS UBS account. Members are to be advised of this at least 3 months before Congress. *(SG)*
   - OdMs are to be requested to nominate one delegate and two advisers, and AsMs and RgMs are to be requested to nominate a representative at least one month prior to the GA. *(SG)*
   - The **SG** is to collect the GA documents (GA agenda and all supporting documents) in digital form and forward them to OdMs, AsMs, RgMs and HnMs as well as to Council one month prior to the Congress. The **SG** will distribute an update of those documents approximately 10 days prior to the Congress. For easy access, these documents will be stored on a separate folder on the dropbox.
   - From the GA documents the **CD** will produce USB sticks to be distributed to OdMs, AsMs, RgMs, and HnMs at the GA registration desk.
   - The **CD** is to produce paper copies of all last minute documents (i.e. those which are not in the dropbox folder, because they came in too late) to be distributed at the GA registration desk. The **SG** will distribute these documents to all attendees of the GA and also to Council in digital form as soon as they become available.
   - The **SG** is to produce a list of GA attendees (delegates and advisers nominated by the OdMs, representatives of AsMs and RgMs, HnM and guests) - for use at the GA registration desk. The list will be forwarded to the **CD** at least 10 days before the Congress.
   - From the list of GA attendees, updated by the **SG** immediately prior to the Congress, the **CD** will produce GA badges. The **CD** will deliver the badges to the **SG** before opening the registration of GA members.
   - For OdMs, the badges are to be named "Delegate, Country/Region" and "Adviser, Country/Region"; for AsMs and RgMs, the badges are to be named "Representative, Member Name"; for guests (e.g. people bidding for future positions within the ISPRS), the badges are to be named "Guest"; for HnM the badges are to show the name of the HnM and “ISPRS Honorary Member”. Council Members and support staff (e.g. Annette, Dan, Chen Chen; possibly others) will also receive GA badges, these will come with the label “Council”. Furthermore, the **CD** is to produce a limited number (about 10) of blank badges for GA attendees who failed to register in advance.
   - The **CD** is to produce a limited number of paper copies of the GA documents, to be distributed at the GA registration desk, upon request.
   - The **SG** is to prepare voting slips - voting slip numbers and colours are to vary for each vote and category, respectively.

2. **Ordinary Member Registration**
   - There will be the general Congress registration desk for the Congress at the Congress Centre entrance and a separate GA registration at the **SG** and Treasurer office. Signs will show the way from the Congress to the GA registration office.
   - Ordinary Member delegates and advisers must either
o register for the Congress at the Congress registration desk where they will receive a Congress badge, and subsequently register at the GA registration office, where they will receive the GA package, consisting of GA documents on a USB stick, GA badges and voting slips, or
o register at the Congress registration desk for **GA only**, where they will receive a GA ONLY badge, and subsequently register at the GA registration office, where they will receive the GA package.

- Only delegates or advisors are eligible to collect the GA package (one per OdM).

- A letter from the OdM's office, naming nominated delegate and advisers, must be produced at the GA registration office as proof of eligibility to represent that OdM. If requested, the delegate and the advisers must prove identification (e.g. passport).

3. **Registration of AsMs, RgMs, HnM, and Guests**
   - **AsM and RgM** and representatives must either
     - register for the Congress at the Congress registration desk where they will receive a Congress badge, and subsequently register at the GA registration office, where they will receive the GA documents on a USB stick and the GA badge, or
     - register at the Congress registration desk for **GA only**, where they will receive a GA ONLY badge, and subsequently register at the GA registration office, where they will receive the GA documents on a USB stick.
   - Only representatives are eligible to collect the GA documents and badges (one per AsM/ RgM).
   - A letter from the AsMs/RgMs office, naming nominated representative, must be produced at the GA registration office as proof of eligibility to represent that AsM/RgM. If requested, the delegate and the advisers must prove identification (e.g. passport).
   - **HnMs** will receive the GA documents on a USB stick and the GA badges.
   - **Guests** are required to register for the Congress at the Congress registration desk to obtain the Congress Badge, and subsequently at the GA registration office to obtain their GA badge.

4. **Voting**
   - Roll call will take place before the first vote at each GA session. The **SG** will document the roll call with the help of the list of registered OdMs used at the GA registration desk.
   - The voting slip numbers and colours are to vary for each vote and category, respectively.
## 7.5 Areas of responsibility of Council Members

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<th>Pres.</th>
<th>SG</th>
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| **Regional affaires** | Pres. |    |       |       |        |                    |        |
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| Africa |       | X  |        |       |        |                    | X      |
| Eastern Europe | P     |    | X      |       |        |                    |        |
| Western Europe | X     |    |        |       |        |                    | P      |
| Middle East |       |    |        |       |        |                    | X      |
| South America |       |    |        |       |        |                    | X      |
| Australia and Oceania | X     |    |        |       |        |                    |        |
| North and Central America |       |    |        |       |        |                    | X      |

Note. some of the responsibilities may change from one inter-congress period to the next

P: primary contact person
X: Contact person or secondary contact person
Table 2: Liaison with other organizations

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Note. some of the responsibilities may change from one inter-congress period to the next

P: primary contact person
X: Contact person or secondary contact person