

MINUTES, Council Meeting

Sept. 2, 2012, 13:30 - 17:40

Room 214, Melbourne Convention and Exhibition Centre
Melbourne, Australia

In Attendance:

President	Chen Jun (CJ)
Secretary General	Christian Heipke (CH)
Congress Director	Lena Halounova (LH)
First Vice President	Orhan Altan (OA)
Second Vice President	Marguerite Madden (MM)
Treasurer	Jon Philip Mills (JPM)

Agenda

1. Opening
2. Approval of Agenda
3. Council members responsibilities
 - 3.1 Areas of responsibility
 - 3.2 Correspondence
 - 3.3 Letterhead
 - 3.4 E-bulletin Editorial
 - 3.5 GIM page
4. Experience and lessons from Melbourne Congress
5. Current Actions
 - 5.1 Action lists
 - 5.2 Confirmation of Committee Chairs
 - 5.3 Publications (Journals, next E-bulletin)
 - 5.4 Important items to be discussed in 1st JM in Chengdu
6. Review of Commission Activities
 - 6.1 Terms of Reference
 - 6.2 Composition of WGs
7. Other business
 - 7.1 Vision paper(s)
 - 7.2 General slides to be use by Council members and TCP
 - 7.3 Finances
 - 7.4 Participation of Council members in international scientific meetings
8. Next meeting
9. Close

MINUTES

1. Opening

CJ opened the meeting and thanks OA for all the work done in the last four years. As CJ explained in the closing session, scientific aspects should have a more pronounced impact in the future. Good traditions will be kept, and necessary reforms should be implemented quickly and efficiently. To achieve these goals a team effort is needed incl. open discussions, wise decisions and dedicated implementations.

2. Approval of Agenda

The agenda was approved

3. Council members responsibilities

3.1 Areas of responsibility

The general internal responsibilities of the different Council members (table 1) and those in connection with sister societies and other organizations (table 2) were discussed based on the distributed documents and are agreed as detailed in [Appendix A](#).

Appendix A also explains the procedure for decision making within Council.

For the CM, CJ suggested the following roles for Council members:

- CH will take the minutes and MM will act as back-up,
- LH will occasionally take photos during each CM,
- JPM will take care of the digital presentation of agenda etc. and will update appropriate doc's interactively.

3.2 Correspondence

A contact sheet was distributed to all Council members and should be returned to CH asap. It should also contain information of the assistants where appropriate. Council members should also send updated photo (if desired) to CH.

Action 12/1001 Cnl: to provide to CH contact details and optional photo by Sept. 15.

3.3 Letterhead

The letterhead will be updated by CH and provided to all Council members based on contact details obtained before.

Action 12/1002 CH: to provide to Council members new letterhead after having obtained al contact details, asap.

3.4 E-bulletin Editorial

CJ shortly explained the role and function of the ISPRS eBulletin. CH acts as editor and is responsible for soliciting material to be put in the eBulletin. It will be distributed in cooperation with the web master Markus English (ME).

The responsibilities for eBulletin foreword is shared by Council members and shown in [Appendix B](#).

3.5 GIM page

ISPRS can fill one page per month in the GIM magazine. The length is approximately 300 words and one to two photo(s). Responsibilities are shared among Council members, contributions by other officers and beyond are welcome and should be actively solicited.

The current list of responsibilities is shown in [Appendix C](#).

4. Experience and lessons from Melbourne Congress

After a short brain storming, Council decided to take up the discussion again at the next CM to be held in Chengdu, based on written input by all Council members, to be provided to CH.

Action 12/1003 Cnl: to provide lessons learnt from the Melbourne Congress to CH by Oct. 31.

5. Current Actions

5.1 Action lists

The Action list of the Council 2008 - 2012 is shortly presented. Detailed discussion of the list for the Council 2012 - 2016 will begin during the next CM meeting in Chengdu. Current actions are listed in these minutes.

5.2 Confirmation of Committee Chairs

The following Committee chairs were appointed by Cnl:

- IPAC: Gunter Schreier (2012 - 2016)
- ISAC: Ian Dowman (2012 - 2014)

CJ will send them appointment letters and ask them to prepare a list of committee members for approval of CJ before the next CM.

Action 12/1004 CJ: to write appointment letters to the appointed committee chairs and to invite them to provide a list of committee members for approval by Cnl before the next CM - deadline Sept. 15.

5.3 Publications (Journals, next E-bulletin)

ISPRS Journal of PH&RS

- The new associate editor, Sanna Kaasalainen from FGI is approved.
- For further plans MM will contact the new editor-in-chief, Derek Lichti.
- In particular as more issues are available from next year on, there might be a potential for additional special issues.

Action 12/1005 MM: to contact Derek Lichti for details about ISPRS-J PHRS by Oct. 31.

ISPRS J-GIS:

- CJ to inform MDPI that MM is now responsible for the J-GIS journal
- MM is to inform Wolfgang Kainz, that he should contact MDPI in order to negotiate an extension of the period of free subscription, to revise members of

editorial board with regard to the new officers of Com. II and IV and renew the contract.

Action 12/1006 CJ: to inform MDPI about MM being new contact by Oct. 31.

Action 12/1007 MM: to contact Wolfgang Kainz about IJ-GIS by Oct. 31.

eBulletin

Suggestions for contents of the upcoming issue 2012-4:

- congress info and congress report (if possible from Cliff and Mark)
- new council
- awards, student consortium, GA, White elephant club regional members
- (EuroSDR, EARSeL, ...)

It is suggested that some of these items could also be contained in later issues.

Action 12/1008 CH: to contact Cliff and Mark for Congress report and to plan and solicit contents of further Bulletin issues, by Sept. 15.

5.4 Important items to be discussed in 1st JM in Chengdu

The following non-exhaustive list was suggested to be discussed:

- establishment of WGs, based on TCP suggestions (first day)
- lessons learnt from Melbourne Congress (s. above)
- financial policy, based on doc's to be prepared by JPM
- special issues in ISPRS journals, based on TCP recommendations
- plans for book series (to be presented by Zhilin Li, the new book series editor)
- implementation of strategic plan (to be followed up by CH and MM)
- cooperation with EuroSDR (together with TCPs)
- involvement of Council members in 2013 international scientific meetings
- campaign for individual membership

Action 12/1009 JPM: to prepare and distribute to Council documents for financial policy after discussion with the outgoing treasurer Mike Renslow by Oct. 31.

Action 12/1010 CH, MM: to present issues for discussions concerning the implementation of the strategic plan by Oct. 31.

Action 12/1011 CJ: to solicit detailed information about Chengdu meeting from local host and distribute it to CH asap (see also JM Council + TCP).

6. Review of Commission Activities

6.1 Terms of Reference

It is felt that it is too early for any discussion.

Action 12/1012 OA: to contact VD (TC VIII president) and offer help for setting up WGs, after minutes of JM have been distributed.

6.2 Composition of WGs

Geographic distributions of origin of WG officers and where possible also gender issues should be taken into account when setting up a list of officers.

Action 12/1013 CH: to inform TCP to take into account geographic distribution and gender issue for WG officer selection where possible by Sept. 15.

7. Other business

7.1 Vision paper(s)

CJ suggested to prepare at least one - if possible more - vision paper(s) on the future of our field to be published in high ranking journals. CH will provide a first table of contents for one paper for the Chengdu meeting.

Action 12/1014 CH: to prepare and distribute a first table of contents for a vision paper of our field by Oct. 31.

7.2 General slides to be use by Council members and TCP

CJ suggested to compile a list of slides which Council members and TCP can use if they need to represent ISPRS in some meeting.

General ISPRS slides will be prepared by CH (see minutes of JM Council + TCP meeting).

Slides with scientific content will then be compiled based on the material to be presented in the seminar in Chengdu.

7.3 Finances

(see 5.4 - a detailed discussion will be held at the next CM).

7.4 Participation of Council members in international scientific meetings

A table of the potential participation of Council members and other officers was shortly presented (see **Appendix D**). A more detailed discussion will take place in the next CM in Chengdu, based on a revision of the table.

Action 12/1015 Cnl: to update the table with appropriate meetings and send it to CH by Oct. 31.

8. Next meeting

A Skype meeting was scheduled for Oct. 9, starting at 1 pm Central European Summer Time (GMT + 2). The meeting will have a max. duration of 2 hours.

Action 12/1016 CH: to prepare the Skype Meeting and distribute all materials asap.

CH suggested that the first CM 2013 could take place in Hannover, Germany in conjunction with the ISPRS Hannover Workshop to be held on May 21-24, 2013.

OA will inform CH as to possible problems with the date.

Action 12/1017 OA: to contact CH with potential problems concerning the CM in May 2013 by Sept. 15.

9. Close

CJ closes the meeting.

Appendices

Appendix A: Areas of responsibility for ISPRS Council

Appendix B: eBulletin foreword list

Appendix C: GIM page responsibilities

Appendix D: Attendance of meetings by Council

AREAS OF RESPONSIBILITY FOR ISPRS COUNCIL

1. Main administrative responsibilities

According to the ISPRS Bylaws, the main responsibilities of ISPRS society administration are allocated to council members as summarized in the table 1. The responsibilities are basically unchanged from last term, and a few areas not covered have been added.

Table 1: Responsibility for ISPRS activities

ORG/ACTIVITY	Pres. CJ	SG CH	1. VP OA	2. VP MM	Treas. JPM	Cong Dir LH	others
Administration							
Stats/bylaws/guides				X			
Implementation of strategic plan	X			P			
ISAC, IPAC	X						
Resolutions			X				
Ord, Ass, Reg Memb.	X						
Sustaining Members					P	X	
Individual Members		X					
Address database		X					
Publications (Journals, Books, Archives, Annals)		X		X			
Publications (eBulletin, GIM, day-to-day)		X					
Finances					X		
Congress						X	
Awards			P	X			
Foundation	P				X		
Cong/symp contract	P				X		
Technical Comms	X						
Recruitment	X	P					
Education/Students				X			Com VI
Outreach				X			Com VI
Scientific initiatives			P		X		
ISPRS Foundation	P				X		
Strategic plan		X		P			
Regional affaires							
Asia	P					X	
Africa		X					ID
Eastern Europe					X	P	
Western Europe					P	X	
Middle East			X				
South America				X			

Australia and Oceania	X						
North and Central America			X	P			

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

2. Liaisons with other organisations

ISPRS is an active member of a number of organizations, such as the United Nations Committee on the Peaceful Uses of Outer Space(COPUOS), the Group on Earth Observation (GEO), the Committee for Earth Observation Satellites (CEOS), the International Council of Science (ICSU) , Joint Board of GIS (JBGIS), GeoUnions etc. It has also liaisons (passive participation) with many other organisations (GSDI, EuroSDR).

Table 2 lists the liaison person(s) representing ISPRS council to these organisations. For some organisations, the president of an ISPRS technical commission or committee is nominated as the liaison person.

Table 2: Liaison with other organizations

ORG/ACTIVITY	Pres. CJ	SG CH	1. VP OA	2. VP MM	Treas. JPM	Cong Dir LH	others
JBGIS	P	X	X				
ICA	P			X			
FIG	X						
IAG	X						
<u>GeoUnions</u>	P		X				
UN OOSA, COPUOS	P	X	X				IPAC
UN	P		X				
ICSU	P	X	X				
GEO	P	X					
CEOS	P	X					
EuroSDR.		X					
OGC				X			
URSI			X				
FAO	X						
COSPAR			X				IPAC
IAF-IAA			X				
<u>URISA</u>				X			
ISO		X					Comm. on standards
ION							Comm I
SDH		X					Comm II
GISciences							Comm II
IGU	P			X			Comm II
IEEE-CV		X					Comm III
IAPR TC-7		X					Comm III
<u>GSDI</u>			X				Comm IV
ISDE	X						Comm IV

CIPA					X		Comm V
SPIE					X		Comm V
ISB							Comm V
ICORSE	X						Comm VIII
IEEE/GRSS	X	P					Comm VIII
IUFRO							CommVIII

3. Procedures for making decisions

Some guidelines on procedures for making decisions have been formulated by previous councils, such as

- The person allocated to an administrative task is responsible for taking any decisions which have been approved in principle by Council; unless it has been decided otherwise, any correspondence with people or organisations should be through the responsible person.
- Normally the responsible person will receive and respond to correspondence from organisations. If necessary, documents will be circulated to other members of Council, or to TCPs, for comment back to the responsible Council member, or for information. It should be stated on any document which is circulated whether this is for comment or for information. The responsible person may however make a decision on any action without consulting the rest of Council, but only informing them of the decision.
- In cases where more than one Council Member is allocated to a task or organisation, one member is designated the prime contact. The prime contact will always be the one to decide to circulate documents or to respond.

Most ISPRS scientific and technical programs are organized by eight Technical Commissions and their Working Groups, jointly with other organisations in many cases. The decision on running a scientific and technical program will be made by ISPRS council with collaboration with TCPs and WG chairs if necessary. The general procedure between different groups is shown in the Fig.1.

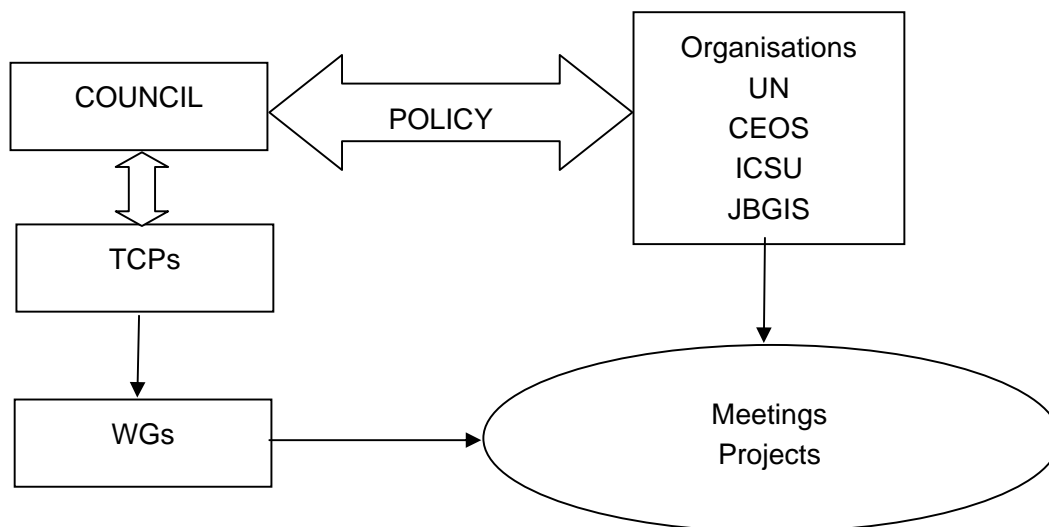


Fig.1 General procedure between different groups

Appendix C

GIM Page responsibilities

as of Sept. 15, 2012

Month	Deadline	Responsible Persons and Themes
2012		
October	3 September	MM, Melbourne Congress report
November	Tbd	CJ, 2012-2016 term
December	Tbd	CH, Hannover Workshop
2013		
January	Tbd	LH, Prague Congress
February	Tbd	PG, Strasbourg CIPA meeting

300 - 400 words + photo

APPENDIX D

Attendance of meetings by Council

as of September 15, 2012

Dates	Name	Place	Attendance
2012			
Sept 16-18	19th AutoCarto 2012, GIScience	Columbus, Ohio, USA	CT ?
Sept 27-29	Int. Conf. on Inform. a. Automation for Sustainability (ICIAFS 2012)	Beijing, CHINA	
Oct 1-5	63rd Int. Astronautical Congress	Naples, ITALY	OA
Nov 12-16	UNOOSA meeting,	Santiago, CHILE	ID
Nov 22-23	GEO-IX Plenary Session	Foz de Iguazu, Brazil	CJ
Nov 26-29	8th FIG Regional Conference	Montevideo, Uruguay	
Nov 26-30	ACRS 2012	Pattaya, THAILAND	OA, CJ, CH
Dec 16-18	Int. Conf. on Computer Vision in Remote Sensing (CVRS2012)	Xiamen, CHINA	CJ
2013			
April	ISRSE Meeting	Beijing, CHINA	
April, 24-26	Geo-Sibir	Nowosibirsk, RUSSIA	LH
May 6-10	FIG Working Week and Gen. Ass.	Abuja, Nigeria o	
May 13-16	Geospatial World Forum	Rotterdam, NL	LH
May 14-28	???	Wuhan	OA
July	UNGGIM (in conjunction with the Cambridge conference)	Cambridge, UK.	
Aug 25-30	26 th Inter. Cartographic Conference	Dresden, Germany	LH
Sept. 2-6	IAG Scientific Assembly	Potsdam, Germany	LH
Sept 2-6	CIPA Meeting	Straßbourg, FRANCE	
Sept	Phowo	Stuttgart, GERMANY	

Oct 23-25	LARS (Latin American RS Week)	Santiago, Chile	LH
2014			
June 16-21	XXV FIG Congress	Kuala Lumpur, Mal.	
Aug 28 - Sept 3	ICSU GA	Auckland	OA