

MINUTES, Council Meeting

May 9 - 10, 2013, 9:00 - 17:00 + May 11, 2013, 9:00 - 12:00

Location: Leibniz Universität Hannover

In Attendance:

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

In attendance as special advisors:

ISPRS Headquarters	Annette Radtke (AR), Uwe Breitkopf (UB, May 10)
ISPRS Webmaster	Markus English (ME, May 10)
ISPRS Honorary Member	Gottfried Konency (GK, for Agenda item 12.3)
Chair, Ad Hoc Committee on Standards	Wolfgang Kresse (WK, May 10)
DGPF President	Uwe Stilla (US, May 9/10)
Copernicus Rep.	Martin Rasmussen, Xenia van Edig (May 10)

Agenda

MINUTES, Council Meeting.....	1
Agenda.....	1
Minutes	3
1. Opening remarks	3
2. Approval of Agenda	3
3. Review of previous meetings	3
3.1 Approval of minutes of telecon meeting, March-7, 2013.....	3
3.2 Review of council action lists.....	3
4. Science issues.....	3
4.1 ISPRS vision and position paper	3
5. Policy matters and society management.....	3
5.1 Implementation of strategic plan – Task Forces	3
5.2 Revision of statutes and bylaws	4
5.3 Revision of Orange book.....	4
5.4 Sample contract for congress.....	5
6. Review of Technical Commission composition.....	5

6.1	Review of TCs.....	5
6.2	Dates and venue of mid-term symposia, finalisation and public announcement.....	5
7.	The XXVIII Congress in Prague 2016	5
8.	ISPRS Membership	5
8.1	Service provided to members.....	5
8.2	Individual membership	6
8.3	Strategy for attracting sustaining members, in connection with TIF	6
8.4	Communication via new media (Blog, Twitter, Facebook, Wikipedia...)	6
8.5	Status and role of address database.....	6
9.	ISPRS Publications.....	7
9.1	ISPRS Annals and Archives.....	7
9.2	ISPRS Journals.....	8
9.3	eBulletin.....	9
9.4	GIM and Geoinformatics page	9
9.5	ISPRS Web page.....	9
10.	Financial affairs.....	9
10.1	Treasurer activities report.....	9
10.2	Update on Melbourne Congress finances	10
10.3	Update on subscription payments received to date/members in arrears....	10
10.4	Current financial position against budget.....	10
10.5	Update on credit card payments.....	10
10.6	Response to Financial Commission report	10
10.7	Funding of scientific initiatives and activity	10
11.	ISPRS Committees	10
11.1	ISAC - Meeting structure	10
11.2	IPAC	10
11.3	Ad hoc Committee on standards	11
11.4	CIPA	11
12.	Relations with international and other organisations	11
12.1	OGC.....	11
12.2	ICSU	11
12.3	UN project on the status of mapping	11
12.4	JBGIS	11
13.	Coming meetings.....	12
13.1	Meetings to be attended by Council members.....	12
13.2	Next council meeting, Antalya	12
14.	Any other business	12
15.	Close	12

In the afternoon of May 10, 2013, the President of DGPF (Deutsche Gesellschaft für Photogrammetrie, Fernerkundung und Geoinformation; German Society for Photogrammetry and Remote sensing and Geoinformation) presented the society to Council.

Minutes

1. Opening remarks

CJ opened the meeting and expressed his gratitude for the support of Leibniz Universität Hannover in hosting the Council meeting.

2. Approval of Agenda

The above agenda was approved.

3. Review of previous meetings

3.1 Approval of minutes of telecon meeting, March-7, 2013

The minutes of the telecon Council Meeting of March 7, 2013 were approved.

3.2 Review of council action lists

The action list was reviewed. After some discussion, the individual actions were updated.

4. Science issues

4.1 ISPRS vision and position paper

CJ reported that the aim is to publish the vision paper in the *ISPRS Journal of Photogrammetry and Remote Sensing* in 2015. He thanked all Council Members and in particular JPM and John Trinder, for their input. The contents of the first two drafted chapters were commented on by CJ and JPM. The dimension of the paper was discussed. Chapter 3 should contain state-of-the-art, Chapter 4 new research directions. Potential authors for the various chapters were selected. CJ and JPM will contact those chosen and ask for their support.

Action 13/1010 CJ: ask John Shi and Songnian Li to fill out and send back to him the templates for chapters 3.1 (spatio-temporal modelling) and 3.8 (web-based spatial information service), by May 31, 2013.

Action 13/1011: CJ and JPM to contact the selected authors and ask them to contribute sections to the paper, by June 30, 2013.

Action 13/1012: MM to edit draft paper chapters 1 and 2, and forward to LH, by June 13, 2013.

Action 13/1013: LH to edit draft paper chapters 1 and 2 and forward to CH, by June 30, 2013.

Action 13/1014: CH to edit draft paper chapters 1 and 2 and forward to Council, by July 31, 2013.

Action 13/1015: CJ to send diagrams and a list of references to Council, by June 30, 2013.

5. Policy matters and society management

5.1 Implementation of strategic plan – Task Forces

The task forces discussed in the Telecon meeting in March 2013 were formally installed (for membership see minutes of the March meeting).

CH (Chair TF1 **Membership development**) summarised the ToR draft: the problem with responses to emails and the lack of contact to some members was discussed. CH is of the opinion that without personal contact, e.g. made during conferences and symposia, it will be very difficult to re-establish these contacts. He also suggests developing a strategy to improve contact with the Regional Representatives. OA suggested to contact Regional Representatives and to ask them to supply a report of their activities. Also, efforts should be made to better connect them to the relevant regional ICSU offices. He also suggested sending the addresses of local members to the Regional Representatives, who should then contact the members with whom ISPRS has lost contact.

CJ proposed organising an ISPRS event in South America or Africa to entice the locals to partake in the ISPRS community. JPM brought up the fact that the members need to know what they get for their membership.

OA (Chair TF 2 **Scientific Meeting Structure**) reported that he has informed ISAC chair Ian Dowman (ID) regarding the TF 2 work. ID has made first suggestions for a future membership structure. First experience will be gained in organising and running the ISPRS meeting in Antalya in November 2013.

LH (Chair TF 3 **Marketing**), showed a list of EU institutes and global societies to contact and offer membership, and voiced the question of what benefits members have in being ISPRS members.

MM (Chair TF4 **Outreach and Capacity Building**) suggested ToR's and action plans should be set for all TFs.

CJ (TF 5 **Scientific Vision**) has the vision paper (see agenda item 4.1) as main topic at present.

Action 13/1016: CH, OA, LH, MM and CJ to draft Terms of Reference and an action plan for the different task forces based on the ISPRS strategic plan and forward the doc's to CH, by August 31, 2013.

Action 13/1017: CH to contact Regional Representatives and ask them to help with membership contacts, membership development and other ISPRS related issues in their region, by August 31, 2013.

5.2 Revision of statutes and bylaws

It was decided to begin drafting changes of the Statutes and Bylaws for approval at the next Congress in Prague, 2016. Possible changes include a formal role of a commission vice president and a revision of the definitions of photogrammetry, remote sensing and the spatial information sciences. Policy issues should be discussed with IPAC, scientific issues should be discussed with ISAC.

Action 13/1018: MM to start the process of revision of statutes and bylaws in connection with IPAC and ISAC, in due time.

Action 13/1019: CH to check the current documents for scientific issues needing revision and to contact ISAC accordingly, by August 31, 2013.

5.3 Revision of Orange book

CH presented the changes made to date in the Orange Book. Various changes were discussed and further revisions will be made. The word "print" has been replaced with "publish" throughout all documents, as printed versions are becoming less relevant. The manual on presentations will be removed as it is outdated. The template for paper preparation needs to be harmonised with how the final paper should look.

Action 13/1020: CH to complete revision of Orange Book and forward to Council Members, by August 31, 2013.

5.4 Sample contract for congress

JPM presented a draft contract, which is an anonymized copy of the Prague congress contract. OA has edited the contract, which is to be put on the website.

Action 13/1021: JPM to forward edited contract to ME to be put on the web, by June 30, 2013.

6. Review of Technical Commission composition

6.1 Review of TCs

Council discussed the status of the individual TCs. In most cases good progress has been made, and the TCs have prepared and started to execute a sound scientific programme. In some cases, Council will contact the relevant TCP to offer help.

6.2 Dates and venue of mid-term symposia, finalisation and public announcement

All dates and venues are final, except Toronto (Commission II). TCPs will be asked to announce the Symposia asap.

Action 13/1022: CH to ask TCP's to prepare announcement of the Symposium, by June 30, 2013.

7. The XXVIII Congress in Prague 2016

LH presented the current status in preparation for the Prague congress. She has invited organisations and countries to contribute to the Congress, and has received various replies.

LH also presented a first draft of the review procedure for the scientific papers. Council made a few suggestions for simplifying the whole process. Council also asked about the roles of the different bodies involved in organising the congress, in particular the International Advisory Board. LH will present a second draft during the next meeting.

Finally, Council also discussed that titles for theme and special sessions should be fixed during the JM to be held in Dec. 2014.

Action 13/1023: LH to prepare a new version of the reviewing process of the Prague Congress and to clarify the roles of the different bodies, by August 31, 2013.

8. ISPRS Membership

8.1 Service provided to members

This topic is related to the task forces TFs 1 (Ordinary, Associate and Regional members) and 3 (Sustaining members), see item 5.1 above. Benefits for members and the necessity to have feedback from them were discussed.

MM has had some responses: some members would like access to a private room during ISPRS meetings (e. g. for private interviews or user group meetings); there are requests for special sessions (e. g. exhibitor showcases); and for possibilities to meet with NMCA and space agency representatives.

CH suggested a breakfast sponsored by the Sustaining Members at congresses and/or symposia, and a complimentary copy of ISPRS publications such as the *Study on the Status of Mapping on the World* (see item 12.3, to be published in the end of 2013). Meetings with Sustaining Members could be held at various occasions, e.g.

InterGeo, ASPRS, Interexpo-GeoSIBIR. Such meetings should be co-chaired by an ISPRS representative and a representative from the Sustaining Members. In order to achieve this goal, the Sustaining Members group should be activated.

JPM suggested, as a member benefit, prominent placement of job advertisements and company or organisation profiles on web title page.

The idea of distributing an annual letter to Sustaining Members was discussed, as an additional means to maintain contact and evoke participation within the ISPRS community.

JPM suggested sending a letter in July/August, at the time of the GIM page publication on member benefits, along with a certificate/thank you letter for membership and asking for feedback regarding expectations on ISPRS.

Action 13/1024: JPM and LH to send a letter along with a certificate/thank you letter for membership and ask for expectations on ISPRS, by August 31, 2013.

8.2 Individual membership

CH summarised the discussion to date, incl. the talk with ASPRS at the March meeting in Baltimore. US presented the DGPF's ideas regarding individual membership within the ISPRS and the relationship to DGPF. JPM expressed the position of the UK society, also regarding data privacy.

Individual membership was discussed in depth, taking into account the restrictions of the Statutes and Bylaws set in Melbourne in 2012.

It was suggested that national organisations, which are not able to forward the eBulletin to their members, should instead provide a link to ISPRS e-Bulletin on their website for their members. Solutions to data privacy and the communication/contact problem need further discussion. CH suggested that the Individual Member draft policy should be revised by Council incl. a decision about possible fees and then distributed to all members for comments.

Action 13/1025: CH to initiate further discussion about Individual Membership within Council and revise the draft policy accordingly, by August 31, 2013.

8.3 Strategy for attracting sustaining members, in connection with TIF

(Discussed as part of items 5.1 and 8.1)

8.4 Communication via new media (Blog, Twitter, Facebook, Wikipedia...)

New media for communication were discussed. The Student Consortium is using these methods actively, the facebook page having over 1000 members.

Council will observe these developments at present and initiate further action in due time. It was noted that the blog is currently not used and should – for the time being – be shut down.

Action 13/1026: CH to contact ME in order to shut down the blog, by June 30, 2013.

8.5 Status and role of address database

UB and AR are presently updating the data base. The difficulties involved with finding the correct contact person were discussed. OA suggested, for OM's, using the email addresses from both the national presidents and the secretary generals. If necessary, Regional Representatives and the corresponding ICSU offices could

probably help. In regard to the StM's, personal contact is necessary, to find the right contact person within the organisations.

The member list was reviewed and Council Members will contact the companies and organisation to which they have some affiliation.

Action13/1027: AR and UB to continue updating the member data base, starting with addresses for ordinary and sustaining members, until June 30, 2013.

Action13/1028: Council Members to contact companies and organisations as per extra list, by July 31, 2013

9. ISPRS Publications

9.1 ISPRS Annals and Archives

9.1.1 Status of cooperation with Copernicus

The Copernicus representatives, MR and XE, outlined the cooperation with ISPRS to date, and expressed their ideas and plans for future collaboration.

- Copernicus plans to have the full-paper review tool ready by June 15, 2013, for serving the Antalya meeting in November.
- Copernicus has submitted an application to include the ISPRS Archives into the Conference Proceedings Citation Index (CPCI) early in 2013. A decision is pending. Copernicus will provide personal contact within the ISI, Thomson Reuters to CH. In this way, both sides (Copernicus and ISPRS) can contact Thompson Reuter.
- Copernicus suggested having volume numbers issued by Copernicus rather than by ISPRS to streamline the publication process.
- For small events (less than 50 submitted papers) Copernicus suggested to simplify the submission and publication process with the goal to limit the workload for the organisers and for the publishers. The idea is to only collect camera-ready manuscripts in pdf-format and to produce the proceedings.
- Copernicus would like to continue the collaboration with ISPRS beyond the end date of the current contract (May 2014).

These proposals were discussed and a number of decisions were taken:

- Council welcomes the efforts of Copernicus to set up the review system. Such a system is needed for the society. Copernicus is invited to provide a Workflow Training with TCP's in Antalya, in November, 2013. A simple manual, possibly with a Powerpoint presentation, will be set up by Copernicus prior to the Antalya meeting to assist meeting organisers in using the system.
- Publication of papers presented at ISPRS events must occur in the ISPRS Archives or Annals. Extended versions can then be submitted to the book series or journals. For meetings, in which ISPRS acts as co-sponsor only, the organiser is free to publish the proceedings in any way deemed suitable, but not in the Archives or Annals.
- Copernicus will issue the volume numbers in the future. CH will be available for any questions.
- Council understands the suggestion about small events; details need to be further discussed.
- Information will be included by Copernicus on the first page of each paper published in the ISPRS proceedings to distinguish Archive and Annal papers. The information for the Annals will express the fact that the paper has undergone a double-blind full paper peer review.

- The ISPRS keyword list will be made available to Copernicus for inclusion into the review system. The list will be revised and updated in due time with the help of the TCPs.
- Council voiced its favour of extending the collaboration with Copernicus beyond the end of the present contract. A proposal for extension will be sent to CH by Copernicus in good time before the Antalya meeting in November, including an extension of the contract period to 4 years to coincide with the Council term. It is planned to sign the contract during the Antalya meeting.

Furthermore a number of issues were discussed:

- CJ asked about the inclusion of ISPRS proceedings in other indices, e.g. Engineering Citation (EI), Scopus and IEEEExplore. Copernicus will look into the matter.
- The idea was discussed to digitalise all old ISPRS archives and make them available on the web. Copernicus has contacts to companies, who deal with such projects and will provide these contacts upon request. CH is asked to further develop the idea before any decision is taken. As part of his efforts he will visit the ISPRS archives stored at ITC in Enschede, in May 2013.
- ISPRS needs to have a credit card payment system, e.g. for collecting membership fees. Copernicus can provide such services linked to the ISPRS website. JPM will contact Copernicus for further details incl. an offer for these services.

Action13/1029: CH to make sure to obtain the contact information for Thompson Reuters from Copernicus, asp.

Action13/10230: CH to make the keyword list available to Copernicus, by June 30, 2013.

Action13/10231: JPM to contact Copernicus about details of the Credit Card payment systems, by June 30, 2013.

9.1.2 Status of 2012 ISPRS Archive Vol. A

The work is under way; 2012 Vol. A of the ISPRS Archives will be produced with the help of OA and his team.

Action13/1032: OA and his team to produce ISPRS Vol. A for the Melbourne Congress, fall 2013.

Action13/1033: CJ to write a letter about the Archives Vol. A to SSSI, by August 31, 2013.

9.1.3 Guidelines for publishing volumes at Congresses, Symposia and ISPRS sponsored meetings

Council decided after a brief discussion that in general, congresses and symposia must both offer annals and archives. In exceptional cases, Council may grant an exception from this rule.

Action13/1034: CH to inform TCPs that in general, congresses and symposia must offer both, annals and archives, by June 30, 2013.

9.2 ISPRS Journals

MM reported that the ISPRS Journal of Photogrammetry and Remote Sensing is currently very successful and the Impact Factor is expected to be above 3 in the near future. There has been an increase from 8 to 12 editions per year. Therefore, the editor has requested the appointment of additional associate editors. There has also been a 25% rise in submissions. The publisher provides 1200 +10% pages per year.

However, there are presently 1700 pages and ISPRS may be liable for the extra pages.

Also the ISPRS International Journal of Geo-Information published by MDPI is gaining momentum. A number of special issues are under way. Author fees were waived for manuscripts submitted until the end of 2013.

9.3 eBulletin

CH reported that the amount of information coming in for the eBulletin is, unfortunately, limited. The main entries being submitted are announcements of new meetings.

The next edition is presently due, and will be issued as soon as MM's contribution on the journals is received. Filiz will be asked to include information about the Antalya meeting.

The schedule for 2013 was completed.

9.4 GIM and Geoinformatics page

CH reported that both GIM and Geoinformatics pages appear healthy. He invited Council Members to contribute to either page.

The schedule for the GIM page was updated for 2013. The schedule for the Geoinformatics page is complete for 2013.

9.5 ISPRS Web page

ME reported that he has updated the hardware for the website, making it more efficient. The layout is being further modernised.

In future, the member DB will be administrated only at the SG, in Hannover, and the member web pages will be generated directly from the DB.

CJ sees the necessity to bring actual and dynamic news on the ISPRS home page. CH sees some eBulletin articles outdated by the publishing date, and can imagine that some of these articles could be placed in the news column of the web page.

10. Financial affairs

10.1 Treasurer activities report

JPM gave a short account of the various activities:

- Finalised 2012 accounts and prepared financial report for Financial Commission approval.
- Completed annual financial and property forms, the US IRS-990 and the US State of Maryland Personal Property forms. ISPRS does not need to pay tax for the last financial year.
- Overhauled Excel budget and accounting system.
- Prepared 2013 budget for Financial Commission approval.
- Invoiced all members for 2013 subscriptions, and processed payments / returned invoices.
- Processed numerous expense claims and financial transactions.
- Processed Prague Congress loan.
- Prepared sample congress contract for web.

10.2 Update on Melbourne Congress finances

JPM has retrieved the complete Melbourne Congress loan and AUD 80k down payment on the revenues. He will contact Chris Bellman for the rest.

Action 13/1035: JPM to collect remaining Melbourne Congress finances, asap.

10.3 Update on subscription payments received to date/members in arrears

Invoices were sent in January, 2013. Reminders will be going out in July, after the data base is updated (see also item 8.5).

Action 13/1036: JPM to send out reminders after data base update, asap.

10.4 Current financial position against budget

JPM intends to update the spreadsheet of accounts quarterly, to keep the end of year work load down and to keep Council up to date with the financial situation.

Everything is within budget to date.

10.5 Update on credit card payments

Before any further decision is taken, Council would like to see the offer from Copernicus (see item 9.1.1).

10.6 Response to Financial Commission report

JPM asked Council to approve his thoughts relating to the response to the report from the FC. Council consented. JPM will draft a reply and send it to the FC.

Action 13/1037: JPM to draft reply and send to FC by, June 30, 2013.

10.7 Funding of scientific initiatives and activity

It appears necessary to define what a scientific initiative is, to enable a transparent selection of scientific projects. JPM and OA will work on a strategy paper, which is to be approved by Council. Council will then present the proposal to ISAC and IPAC.

An application to TIF for 3 travel grants to the value of approx. €4.000 - for the Conference in Antalya is proposed.

Action13/1038: JPM and OA to draft a strategy paper on scientific initiatives and present to Council, by August 31, 2013.

Action13/1039: MM to discuss travel grants with TIF and request free registration for potential awardees from Filiz Sunar, by July 31, 2013.

11. ISPRS Committees

11.1 ISAC - Meeting structure

ID has presented a document containing suggestions for a future meeting structure. These ideas are welcome by Council. Council suggests taking into account also the experience of the Antalya meeting. Therefore, ID is invited to come to Antalya and to continue the discussions there.

11.2 IPAC

(no discussion)

11.3 Ad hoc Committee on standards

WK reported on the present situation: he regularly reports ISPRS activities in the area of standardisation to ISO/TC211. ISO/TC211 is currently working on Lidar, but also on other fields. WK also presented the ToR's of ISPRS WG IV/6 "Sensor web and the internet of things" dealing among others with standardisation activities within ISPRS.

CJ thanked WK for his work on standardisation, which is becoming increasingly important, and asked for feedback in relation to the role of ISPRS in his work. WK outlined several avenues of development to be dealt with.

CJ offered WK the support of other ISPRS officers to work with the Ad Hoc Committee on Standardisation. WK welcomed the idea and agreed to provide a list of relevant topics currently dealt with in standardisation.

Action13/1040: MM and WK to build a team to work on standardisation with the help of TCs, by August 31, 2013.

11.4 CIPA

LH will represent ISPRS at this year's CIPA meeting in Strasbourg in September.

12. Relations with international and other organisations

12.1 OGC

MM will participate in an OGC Global Advisory Council meeting May 16, 2013, and report back to Council.

12.2 ICSU

OA and LH attended the ICSU GeoUnions meeting and the ICSU meeting in Paris in April 2013. LH had presented the Global Land Cover project on behalf of CJ who could not attend. LH briefly reported about the meetings.

OA informed Council that he has been invited to the ICSU General Assembly in Auckland/NZ, in 28 Aug - 3 Sep 2014. He considers it very important that both CJ and CH also be present. There will be opportunities to talk to many new faces within the community.

CJ thanked LH for presenting his proposal.

12.3 UN project on the status of mapping

GK reported on the present stand of the *ISPRS-UN Study on the Status of Mapping on the World*. 91 of approximately 200 UN countries have returned questionnaires. Europe is nearly complete, for the America's and in Africa some answers are missing, and for Asia a number of answers are still due.

GK considered it a privilege if ISPRS could publish the results of this survey. OA suggested considering collaborating with other societies for the publication.

CH suggested supplying Members with a copy of the publication as a benefit.

Council decided to financially support printing and distribution of the publication and to also to support future travel costs of GK in relation to the project.

12.4 JBGIS

OA reported the status of the Valid Book presentation, which will take place in Vienna on Sept. 3, 2013 (details to follow).

13. Coming meetings

13.1 Meetings to be attended by Council members

Council reviewed the planned attendance list. CH will set up a digital calendar, probably based on Google, to accommodate Council Members attendance at coming meetings.

Action13/1041: CH to set up common calendar and distribute to Council Members, by June 30, 2013.

13.2 Next council meeting, Antalya

13.2.1 Inter-commission Conference Antalya, Nov. 10-18, 2013

The time frame for the next CM during the conference in Antalya was discussed. At present it is planned to start with the Council Meeting on Sunday + Monday, then have a Joint Meeting on Tuesday and Wednesday, followed by the general conference (Thursday - Saturday) and ICSU GeoUnions meeting on Saturday and Monday.

The final schedule will be decided once the programme is completed.

14. Any other business

OA suggested having the activities of TC as a permanent item of the agenda for every CM, Council accepted this suggestion.

15. Close

CJ thanked CH for hosting the meeting. He wished the members a pleasant homeward journey and closed at 12.25.