

Minutes

Post-Congress Joint Council and TCP Meeting

11 June 2022, 3:20 – 6:30pm

Novotel, Nice

In Attendance:

President	Lena Halounová (LH)
Vice President	Nicolas Paparoditis (NP)
Secretary General	Jiang Jie (JJ) remote
Past President	Christian Heipke (CH)
Treasurer	Stewart Walker (SW)
Congress Director	Derek Lichti (DL)
TCP Commission I	TANG Xinming (TX), remote Antonio M.G.Tomaselli (AT)
TCP Commission II	Alper Yilmaz (AY) Jan Dirk Wegner (JW)
TCP Commission III	Laurent Polidori (LP) Alessandra Gomes (AG), remote
TCP Commission IV	Sisi Zlatanova (SZ) Maria Brovelli (MB)
TCP Commission V	Gay Jane Perez (GJP) Josefino Comiso (JC), remote
Guests:	Naser El Sheimy (NES) GSW 2023 Director Laxmi Thapa (LT), SC President Sunni Kushwaha (SK), EIC SC Newsletter

Minutes:

ISPRS Headquarters Annette Radtke (AR)

Agenda

1. Opening Remarks	2
2. Approval of Agenda.....	2
3. Communications.....	3
3.1 Communication Addresses and their use.....	3
4. Responsibilities of TCPs and Vice-TCPs, and Procedures of ISPRS	3
4.1 Everyday/Regular Tasks	3
4.1.1 Council and TCPs Action lists.....	3
4.1.2 Social Media	3
4.2 Tasks described in Statutes & Bylaws, Orange Book, Guidelines.....	3
4.2.1 Statutes & Bylaws, Orange Book.....	3
4.2.2 Guidelines for hosting the Commissions and Working Groups	3
4.2.3 Presentation of Plans for Working Groups, ToR and Officers	4
4.2.4 Terms of Reference	4
4.2.5 Orange Book.....	4
4.3 Web Presentation of TCs and WGs	4
4.4 Schedule of Workshops, Year after Congress	5
5. Cooperation with ISPRS Committees	5
6. Publications.....	5
6.1 Contribution to ISPRS Magazines	5
6.1.1 Editorials for GIM, Geoinformatics, eBulletin	5
6.2 Biennial Reports	5
6.3 Review Procedures for “Archives” and “Annals”.....	5
6.4 Journals.....	5
7. Joint Meetings with Council.....	6
8. Any other Business	6
9. Closing	6

Minutes

1. Opening Remarks

LH opened the meeting at 15:20. All participants introduced themselves.

2. Approval of Agenda

The agenda was approved.

3. Communications

3.1 Communication Addresses and their use

Generic email addresses for each commission including passwords will be provided in due time. An E-mail list with all TCPs, Vice TCPs and TC Secretaries will be created and be used for internal communication between TCs and TC with Cnl.

4. Responsibilities of TCPs and Vice-TCPs, and ISPRS Procedures

4.1 Everyday/Regular Tasks

Information on tasks was distributed in printed form.

4.1.1 Council and TCPs Action Lists

Action lists are maintained by the SG from the actions decided upon during JMs and noted in the meeting minutes. The Cnl and TCP action list will be made available in the dropbox exchange folder; actions are to be carried out by the designated person by the given date.

4.1.2 Social Media

Social media are constantly increasing in importance. LinkedIn, Facebook and other channels, were used in the past. TCs are encouraged to extend the promotion of ISPRS and TC with various social media.

4.2 Tasks described in Statutes & Bylaws, Orange Book, Guidelines

The following legislative documents are available on the web site:

4.2.1 Statutes & Bylaws, Orange Book

Statutes and Bylaws are available on the web, <https://www.isprs.org/documents/default.aspx>

The Orange Book is a manual of operation of ISPRS technical commissions and working groups <https://www.isprs.org/documents/orangebook.aspx>.

4.2.2 Guidelines for hosting the Commissions and Working Groups

TCPs are to submit the structure of TC with TC ToRs, WG Titles, WG officers (with short CV), WG ToRs, together with a four-year action plan to SG. The documents will be reviewed by ISAC (ISPRS Scientific Advisory Committee, chaired by Charles Toth) prior to the next JM.

TCPs are to ask WG officers to sign a document of application, prior to commencing work.

See the following documents for guidelines:

Statute XIII, Bylaw XIII, <https://www.isprs.org/documents/default.aspx>

TCP Responsibilities <https://www.isprs.org/documents/orangebook/tcprespons.aspx>

Working Groups <https://www.isprs.org/documents/orangebook/wgrespons.aspx>

The recommended maximum number of WGs for any one commission is ten.

Any inter-commission WG name relates to the TC which holds the responsibility, e.g. III/V: responsibility is with Commission III.

Action 22/2001: TCPs to prepare a TC structure with TC ToRs, WG titles, WG officers (with short CV), WG ToRs, and a four-year action plan to SG, by 15 August 2022

Action 22/2002: SG to forward TC structure and action plans to ISAC and Cnl, by 20 August 2022

Action 22/2003: SG to forward contacts of WGs to Naser El Sheimy (GSW 2023 Director), once available

4.2.3 Presentation of Plans for Working Groups, ToR and Officers

One chair, a maximum two co-chairs, and one secretary can be installed per working group (WG). The chair and the co-chair of any WG should come from different countries.

At the related mid-term Symposium, each WG must be represented by at least one of its officers and provide a working plan to Cnl.

4.2.4 Terms of Reference

Terms of Reference of WGs will be proposed by WG officers and reviewed by TCPs. ToRs of TC will be proposed by TCPs. All ToRs of WGs and TCs will be reviewed by Cnl and ISAC. The approved version will be available on the ISPRS web site

4.2.5 Orange Book

TCs and WGs are requested to organize ISPRS events, as stated in the Orange Book. Special attention should be paid to the following two points:

4.2.5.1 ISPRS Events and Co-sponsored Events

Guidelines for ISPRS events can be found in the Orange Book – [Appendix 2](#), the application form is available in [Appendix 3](#).

ISPRS events are events organized by ISPRS, a Commission, a Committee or a WG. Publications of ISPRS events are published in the Archives and Annals.

Some events are organised jointly with other events and/or organisers, and are considered co-sponsored events.

ISPRS ODMs are allowed to publish proceedings of their own meetings upon request in the Archives, following approval by Council.

4.2.5.2 Mid-term Symposia

A sample contract for the symposia can be found on the web, see <https://www.isprs.org/documents/default.aspx>. The contract should be signed at least one year prior to the event.

TCPs are asked to suggest dates and location for their symposium at the September Joint Meeting (JM) in Prague. Due to the widely spread locations of commission hosts, back-to-back meetings of the various commissions should be considered. Combining the symposia with local meetings as a joint venue should also be considered. A review of commission activities will take place at the Mid-term Symposia.

ISPRS sponsorship of awards for events was discussed. With respect to co-sponsored events, this may bring more visibility to ISPRS.

Action 22/2004: TCs and WGs to use ISPRS Logo, distribute PDF of ISPRS Brochures, present ISPRS at events, etc., to enlarge the visibility of ISPRS as far as possible when organize ISPRS events or co-sponsored events, ongoing

Action 22/2005: Cnl to consider making sponsored events more attractive, such as sponsoring an award, in due time

4.3 Web Presentation of TCs and WGs

The Commission web sites will be adapted for the new ISPRS term asap. TCPs are asked to supply a photo of themselves to Markus English, (Webmaster) markus.english@ifp.uni-stuttgart.de and SG (preferably high resolution for possible later printed publications). Contact details for the web site and the data base will be collected via Google Doc.

Images representing TC activities are also needed. They are to be provided by the TCs, possibly in connection with WG officers, to the webmaster who will initially set up the Commission pages. Updating the pages is then the responsibility of the TCPs and WG officers (each TC and each WG needs an editor to obtain an account) - typically this is the WG, TC Secretary.

4.4 Schedule of Workshops, Year after Congress

Applications for events (<https://www.isprs.org/documents/orangebook/app2.aspx>) are sent from the event organiser to the SG for approval. A buffer of 4 months before and after major ISPRS events (Congress, Symposia, GSW) exists, in which events with ISPRS name and logo can only take place with the approval of the major event organizer. The approved application is returned to the organiser, to the webmaster to add to the ISPRS calendar on the web site, and, if Archives and/or Annals are to be produced, to Copernicus, the publisher of the proceedings, for their information. It is then the responsibility of the event organiser to contact Copernicus to prepare a contract for publication of the proceedings.

5. Cooperation with ISPRS Committees

Standing advisory committees advising Cnl are:

- ISAC (ISPRS Scientific Advisory Committee),
- IPAC, (ISPRS Policy Advisory Committee), and
- IIAC (International Industrial Advisory Committee).

ISPRS also has additional committees, namely

- CIPA (Heritage) relates particularly to TC II,
- ICORSE linked to TC III, meeting place for space agencies.

More information about the committees can be found on the web, <https://www.isprs.org/structure/committees.aspx> .

In addition, ISPRS has a Student Consortium (SC), see <http://sc.isprs.org/home.html>, and

The ISPRS Foundation (TIF), see <https://www.isprs.org/foundation/>.

6. Publications

6.1 ISPRS Contribution to Magazines

6.1.1 Editorials for GIM, Geoinformatics, ISPRS eBulletin

TCPs may be asked to write editorials or articles for publication in the eBulletin and GIM magazine. Submissions for the eBulletin from Commissions and WGs are encouraged, and are sent to the SG. Cnl has decided not to continue submitting to Geoinformatics.

Action 22/2006: AR to send info on content for publications in eBulletin, GIM to TCPs, asap

6.2 Biennial Reports

The Biennial Report is published every two years in which TCPs are expected to submit a 2-page summary of the activities of their commissions. The next edition is planned for January 2024. It was decided to publish the Biennial Report only digitally, and to publicly announce this.

6.3 Review Procedures for “Archives” and “Annals”

“[Archives](#)” are ISPRS proceedings with papers for which abstracts are reviewed, “[Annals](#)” are ISPRS proceedings with peer-reviewed full papers.

6.4 Journals

Contributions to theme issues in the Open IJPRS and the IJPRS are welcome. Please address the Editor-in-Chief (EiC) should interest within your WGs arise. See <https://www.isprs.org/documents/orangebook/app4.aspx> for more information on publications.

7. Joint Meetings with Council

A Joint Meeting (JM) is held once a year, where TCPs are expected to attend in person.

The next JM will be held in Prague on 16-18 September 2022.

In 2023, the JM will probably take place within the GSW in Cairo, 2-7 September.

8. Any other Business

Students Consortium representatives, Laxmi Thapa and Sunni Kushwaha introduced themselves. LT asked for details of new WGs for stronger collaboration between commissions and the SC in future. TCPs are asked to contemplate ways to implement this collaboration with SC.

Action 22/2007: SG to forward contacts of WGs to SC, once available

9. Closing

The meeting was closed at 18:30. LH thanked the attendees for their participation and welcomed all to Prague for the first Joint Meeting in September.