



MINUTES OF COUNCIL MEETING BUDAPEST, HUNGARY

CONFIDENTIAL TO COUNCIL

5-6, 11 APRIL 2000

Council Attendees

President:	Lawrence Fritz (LF)
Secretary General:	John Trinder (JT)
First Vice President:	Shunji Murai (SM)
Congress Director:	Klaas Beek (KB)
Treasurer:	Heinz Rüther (HR)
Second Vice President:	Marcio Barbosa (MB)

In attendance

Chair, Financial Commission (for Item 10)	Armin Gruen (AG)
Journal Editor (for Item 7.1)	Emmanuel Baltsavias (EB)
ISPRS Highlights Editor (for Item 7.2)	Lucas Janssen (LJ)

AGENDA

1. Opening (LF)
2. Approval of Agenda (LF)
3. Review of minutes of Council meeting in Delft, The Netherlands (JT)
4. Policy Discussions
 - 4.1. Strategic Plan Implementation (LF)
 - 4.2. Statutes and Bylaws revision (MB)
 - 4.3. Resolutions-ISAC (SM)
 - 4.4. Others
5. Amsterdam Congress Plans (KB)
 - 5.1. Congress exhibition
 - 5.2. Technical program
 - 5.3. Plenary & Special Sessions
 - 5.4. Other Matters
6. Review of Technical Commissions (LF/JT)
7. ISPRS Publications
 - 7.1 Journal (LF)
 - 7.2 Bulletin (JT)
 - 7.3 Home Page (JT)
 - 7.4 Logo
8. Inter-Organizational Activities (LF/JT)
 - 8.1 COPUOS & UNISPACE III
 - 8.2 CIPA
 - 8.3 CEOS
 - 8.4 FAO
 - 8.5 Sister Societies
 - 8.6 UN , OICC



9. **ISPRS Membership (JT)**
 - 9.1. Ordinary Members
 - 9.2. Associate Members
 - 9.3. Sustaining Members
 - 9.4. Regional Members
 - 9.5. Action on Members in arrears
10. **Financial Affairs (HR/AG)**
 - 10.1. Treasurer's Report
 - 10.2. Financial Commission Report
 - 10.3. Financial Commission Guidelines
11. **Awards**
 - 11.1. Brock
 - 11.2. Young Authors
 - 11.3. Best Posters
 - 11.4. Dolezal
 - 11.5. Others
12. **General Assembly Plans**
13. **Council Activities Reports (Council)**
14. **Actions of Council (JT)**
15. **Next Meeting (KB)**
16. **Adjournment (LF)**

MINUTES

1. Opening

1.1 Remarks

President Lawrence Fritz welcomed all members of the ISPRS Council and thanked them for their attendance. The purpose of the meeting is to:

- Finalise the Strategic Plan including the method of financing the proposed expenditures
- Discuss relationships with other organizations
- Review and finalise plans for the Congress
- Determine Awards to be presented at the Congress
- Review ISPRS publications.
- Plan the General Assembly agenda

2. Approval of Agenda

The Agenda was approved.

3. Review of minutes of Council meeting in Delft, The Netherlands

Comments were made on the following items by JT.

- Item 3: the request for the Commission Presidents (TCPs) to supply draft Resolutions by mid-February for ISAC review was not fulfilled and hence will require completion at the Joint Meeting (JM)
- Item 5.4: editorial corrections were made to the first line
- Item 7.1: the experts requested to assist in the UNDCP project by UN-OOSA are not required.
- Item 7.3: KB was not able to attend the CEOS Industry Forum meeting during the IAF Congress in Amsterdam in October 1999.



4. Policy Discussions

4.1 Strategic Plan Implementation

A summary of the results of the review of the Strategic Plan document is as follows:

Action 2-1: Combine 'Very active participation' and 'Active participation' and change 'No participation' to 'Potential participation'. Some organisations within these groups were added, moved or removed.

Action 2-2: The Secretary General needs to maintain contact with the ISPRS representatives at the ISO TC/211 meetings, so that appropriate feedback from the meeting on items of specific interest to ISPRS can be obtained.

Action 00/296: JT to maintain contact with ISO TC/211 representatives.

Action 00/297: LF to redraft Action 3-4 on Individual Membership

Action 4-1b will be postponed until next term.

Action 4-3a: JT to place the completed color posters on the Home Page and to provide Council with the costs to create them.

Action 4-3b will be deleted.

Action 5-2 – a sponsor should be sought to support this activity.

Action 5-4a – this task has been completed, but it requires formatting to improve presentation.

Action 00/298: HR to request education database from Tania Sausen and arrange revision for improvements in presentation by hiring a student.

Action 5-4c - Commission VI to report annually to Council on implementation of database updates.

Action 6-1 – LF to add 'Seek sponsorship' for this item and the matter should be placed on the agenda at the Sustaining Members meeting in Amsterdam.

Action 00/299: KB to place Sponsorship of 'end-to-end GIS applications database' on Sustaining Members meeting agenda.

Action 7-5 – following discussions with ICA, Council is investigating the possibility of formally registering ISPRS in Sweden. Final details have not yet been obtained from Kennert Torlegard, who is working on behalf of ISPRS on this matter in Sweden.

Action 00/300: Strategic Plan knowledge to be conveyed to new Council as soon as possible after the Congress to ensure continuity of purpose.

Action 00/301: The IPAC and ISAC terms of reference are to be added to the Silver Book.

Financing of Strategic Plan initiatives

MB described the process in IAF for developing a contractual agreement between the Federation and the organiser of the annual IAF conference. It was agreed that ISPRS should establish a contract between ISPRS and the Ordinary Members responsible for organising the Congress and mid-term Symposia, which would explicitly clarify the commitments and responsibilities of the Ordinary Members to ISPRS in organising such meetings.

As part of the Strategic Plan for the Society, a decision was made to levy all paid registrants (amount to be finalised) at each Congress and Symposia. The above contract would include details of this levy. The Chair of the Financial Commission recommended that the submission to the General Assembly (GA) for endorsement of this levy should be supported by appropriate documentation of a package of expenditure items from the proceeds of the levy. Typical examples suggested were:

- (i) Cost of operating the ISPRS Headquarters



- (ii) Young authors awards
- (iii) Advisory support to Congress & Symposia
- (iv) Support of persons from developing countries
- (v) Projects undertaken by WGs
- (vi) Supply of data for experiments
- (vii) Development of CDs of education programs
- (viii) Development of Web page links and the cost of operating the Home Page
- (ix) Preparation of a book series
- (x) Maintenance of the Education Database
- (xi) Costs to collaborate with external organizations

The President's document on the Strategic Plan for ISPRS will be printed for the Congress and provided to all participants in the Congress satchels. It will also be a topic of discussion at the Plenary Session following the Opening Session.

4.2 Statutes and Bylaws revision

The Bylaws mailed to Ordinary Members in January were modified as follows:

- Bylaw IX.2 was amended to: The National Member organizing the Congress shall sign a contract with the Society and be responsible for ... The bidders for the Congress should be provided with a copy of the draft contract.

Action 00/302: JT to prepare a draft contract between ISPRS and organisers of the Congress and the Symposia

- Bylaw XI.2 was amended to include a second sentence: No alternates or proxies are allowed.
- Bylaw XI.10 (g) was modified slightly to: meeting and a summary financial ...
- Bylaw XIII.2 was determined at the Joint Meeting (see JM minutes, Attachment A) and will be included in the document presented to the General Assembly.

There will be no changes to Bylaws, as recommended by the Ordinary Member from Germany, on the types of events at which awards will be presented at the Congress, because flexibility is required in the programming of the plenary sessions at the Congress. This programming of presentation of awards is the responsibility of the Congress organisers and the Council. However, the conditions of each award, in respect of the events at which they should be presented, will be adhered to.

The suggestion by the Ordinary Member of UK for a modification to the Bylaws to include responsibilities of Ordinary Member Commission Correspondents was not considered necessary and should be presented as a Resolution.

Council agreed that if further suggestions for modifications to the Statutes and Bylaws are received, there will be no Council dialogue about them until the GA. The amendments to the Statutes and Bylaws will be voted on as a block if there are no objections or recommendations for change. Items singled out by the General Assembly for further consideration will be discussed separately by a committee of the interested parties set up by the President, before further consideration by the General Assembly. No further amendments to the Statutes distributed to the Ordinary Members in January may be made without assent for consideration by the GA. Any amendments to the Bylaws must be provided to Ordinary Members at the Congress at least 48 hours in advance of the GA at which they will be discussed.

Action 00/303: MB to finalise Bylaws with rationale and send final document to JT

4.3 Resolutions-ISAC

The Resolutions were considered at the JM, under item 3.3. Details and actions on the Resolutions also included in the JM Minutes.

The revised Resolutions as determined at the JM will be sent to the ISAC for advice.

Action 00/304: JT to collect draft Resolutions and send to SM



Action 00/305: SM to send Resolutions to ISAC for advice

Action 00/306: JT to thank TCPs for contributes on Resolutions, and inform them that the final versions of the Resolutions for presentation to the GA will be determined at Commission Business Meetings at the Congress in cooperation with the Resolutions Committee.

4.4 Others

International Center for Remote Sensing of Environment

The next symposium of ICRSE will be held in Argentina in 2002. The proposal that ICRSE should become a Permanent Committee of ISPRS appears to be acceptable to ICRSE, as indicated by JT, who attended the ICRSE committee meeting in Cape Town on 30 March. The agreement between ISPRS and ICRSE will be finalised between LF, the new chair of ICRSE, Alex Tuyahov and Jim Weber in the near future. Terms of reference and structure of the agreement were discussed and modified by Council.

Action 00/307: JT and LF to redraft the ToR of agreement between ISPRS and ICRSE for consideration by Council.

MoAs with SDH and CMSC

No response has been received from these bodies to the proposed MoA.

Action 00/308: JT to follow up the MoA letters with SDH and CMSC.

5. Amsterdam Congress Plans

5.1 Exhibit Program

The exhibit will comprise:

- (i) commercial companies who pay the prescribed exhibition fee
- (ii) scientific exhibitors which have a product or results of research/development to display using special equipment, such as a monitor
- (iii) bidders for the next Congress
- (iv) national members that will display details of developments in their country

Traditionally national members and scientific institutions have been given free exhibition space. However, increased marketing by some scientific institutions have required Council to revise this policy. It was decided that national members will be provided with 3 square meters for a display in poster form and a policy guideline will be defined for others.

Action 00/309: CD to define guidelines for those organisations that will be entitled to free display space.

5.2 Technical program

- (i) Received abstracts total 1400, from which about 1000 final papers are expected.
- (ii) The proposed Workshops have so far attracted very low registrations and hence some will be cancelled. The final date to make the decision to go ahead or cancel Workshops is 1 May. Enrolments in tutorials are reasonable and most of them should be able to run.
- (iii) The Web site is being improved with the help of Lucas Janssen and Andre Steilein.
- KB presented the current status of Congress registrations and the exhibition. There are a number of participants from countries for which there is no ISPRS Ordinary Member.
- Congress funding is supporting at least 45 participants from developing countries.

Action 00/310: JT to invite people from non-member countries to join ISPRS and participate in GA. KB to provide JT with names and countries of origin of participants.



- (vi) An ITC 50th Anniversary seminar will be held after the Congress, and will include Commission VI President Lukman Aziz and Tania Sausen.

5.3 Plenary & Special Sessions

The Opening is scheduled to include two plenary sessions, in which aspects of the Theme 'Geo-Information for All' will be considered. A chair for the 2nd of the opening plenaries is still required.

The program for the Special Sessions was planned.

Action 00/311: Council to provide an abstract of the Special Sessions and speakers before the end of April

The outline of the Closing Plenary Sessions provided by Congrex was incorrect and must be revised.

Action 00/312: KB to supply the draft schedule agenda for the Commission Summaries Plenary and for the Closing Plenary to Council for review as soon as possible.

5.4 Other Matters

The Social program is being planned by Congrex and details were presented at the JM.

Daily program

Saturday 15 July

9.00 - 18.00 Registration of GA delegates at office of Secretary General

Sunday 16 July

08.00 - 10.00 Council and TCPs breakfast meeting
10.30 - 12.30 Registration of delegates at office of Secretary General.
13.00 - 17.00 General Assembly
17.00 - 18.30 Ice breaker party
18.30 - Boat trip for GA delegates, hosted by Turkey

Monday 17 July

09.00 - 12.30 Opening plenary sessions
14.00 - 18.00 Meeting of Pr and SG of Sister Societies. All Council welcome to attend.
15.00 - 16.00 Business Meetings I and VI
16.30 - 17.30 Business Meeting II
17.30 - 19.30 Exhibitors party.
19.00 - 21.00 Spanish Reception 19.00 hours at Restaurant Iberia in Amsterdam

Tuesday 18 July

10.30 - 12.00 Special Session V - 'Availability of Spatial data'
13.00 - 14.00 Business Meetings III and VII
14.00 - 15.00 Business Meetings IV and V
15.00 - 18.00 General Assembly

Wednesday 19 July

10.30 - 12.00 Special Session VI - 'Spatial Data and Terra-byte Technology'
18.30 - 19.30 Civic reception, depart from RAI 18.00 (followed by Brazil party)

Thursday 20 July

08.00 - 09.00 Sustaining Members meeting with Council
10.30 - 12.00 Special Session III - 'Remote Sensing and Global Change'
15.00 - 18.00 General Assembly
evening Japanese Party

Friday 21 July

08.30 - 10.00 Incoming/Outgoing Council Meeting
10.30 - 12.00 Special Session II - 'Geo-Information for Sustainable Development'
14.00 - 15.30 Special Session for G. Konecny.
2000 - 2400 Banquet at Studio 21, Hilversum.



Saturday 22 July.

10.30 - 12.00	Special Session I - 'UNISPACE III Revisited'
15.00 - 17.00	General Assembly
20.00 - 23.00	Dinner - Incoming/Outgoing Council

Sunday 23 July

08.30 - 10.00	Incoming/Outgoing TCPs and new Council
10.30 - 12.00	Special Session IV - 'Education and the Profession'
10.30-12.00	New Council Meeting
12.30-16.00	Closing Plenary sessions, including a break of 30 minutes. A light lunch will be served on-site before the start of the closing sessions

Resolutions

Procedures for completing Resolutions were given by SM, as described in item 3.3 of JM.

Invited persons

Names of invited persons were determined between LF and KB.

Best posters

Procedures were covered in item 3 of the JM.

6. Review of Technical Commissions

The Joint Meeting Agenda was reviewed. The unexcused absence of a Commission I representative to the JM was discussed. After the JM Council reviewed and completed changes to Commission terms of reference for modification of Bylaw XIII.

7. ISPRS Publications

7.1 Journal

A report was submitted by EB on the status of the Journal, covering publicity, the backlog of papers, subscription rates and numbers, dispatch dates, Special/Theme issues, Journal activities for the Congress, paper quality and the review process, Helava Award, electronic developments and varia.

A publicity booth will be installed by Elsevier Publishers at the Congress. Assistance was offered to assist management of the booth on a daily basis.

Action 00/313: KB to arrange for persons to assist ES with the Journal booth

The winner of the Helava Award was finalised. The Jury was finalised for the period 2000-2003.

Action 00/314: LF to thank Helava Award jury for reviewing papers for the Helava Award. Manos will provide addresses.

The terms of the new contract were described.

There is one issue regarding the availability of addresses of subscribers that is yet to be resolved. Council agreed on a negotiating stance that LF should take: that is, ISPRS should request that the contract contains a provision that addresses of subscribers be given to ISPRS if ES terminates the contract.

7.2 Bulletin

- (i) The responses to the two surveys of readers and members have been disappointingly low. The replies received indicated that the readers were generally satisfied with the content, but the method of distribution in some cases is unsatisfactory. Responses to the letter to Members asking them whether they could supply addresses for direct mailing were also disappointing, with only 3 members indicating a positive response. The addresses will be sought from those members willing to provide them. A further request for direct mail addresses will be sought at the General Assembly.

Action 00/315: JT to request address from Members for distribution of ISPRS Highlights.



- (ii) Articles are required for the Congress issue from TCPs, KB and LF.
- (iii) A new contract must be negotiated with GITC for the publication of ISPRS Highlights, and a new Editor-in-Chief must be found.

Action 00/316: JT to negotiate the new contract for publication of ISPRS Highlights with GITC

Action 00/317: JT to appoint an Editor-in-Chief in consultation with publisher

- (iv) On Council's request to place more industry content in ISPRS Highlights, the Editor-in-Chief responded that GITC scans press releases for relevant material. Editor LJ stated that the amount of appropriate material is limited, and as well, there are limited pages available in each edition of ISPRS Highlights for publication of this information.

7.3 Home Page

A report submitted was submitted by Andre Streilein. The details are covered in item 5.3 in the JM minutes.

Both the calendar editor and Web Master positions require renewal.

Action 00/318: JT to contact AS regarding his willingness to continue for a further period.

The bonus will be paid personally to AS at a meeting of Council in Amsterdam.

7.4 Logo

The submissions of 31 logos were considered by all members at the JM. Two candidates were voted equal first, from which a preferred candidate logo was selected.

The winner will be requested to add the sub-title, supply it digitally, and demonstrate how it can be represented on the Web in dynamic form.

Action 00/319: JT to contact winner of logo for further developments

8. Inter-Organizational Activities

8.1 COPUOS & UNISPACE III

The new Council should address the request by OOSA to support the education and training programs at the UN Regional Centres in Africa, possibly through Commission VI. JT to respond accordingly.

LF will attend the COPUOS meeting in July, and may request information from Council for his statement.

Action 00/320: LF to send the summary document on participation of ISPRS in recommendations of the UNISACE III to Chair of IPAC for reporting by mid June.

ISPRS will collaborate with OOSA by holding a UN-sponsored workshop in Amsterdam during the Congress.

8.2 CIPA

See item 6.2 in JM Minutes.

Action 00/321: JT to send letter to CIPA confirming all ISPRS Ordinary Members of CIPA and that until the new TCP V is elected, Andre Streilein is the ISPRS liaison.

8.3 CEOS

LF reported on the Industry Forum proposed to CEOS, and contributions that can be made by ISPRS.



John Neer, from Lockheed Martin, who is expected to manage the Forum on behalf of ISPRS, has requested a letter from ISPRS Council supporting his role in the Forum. so that he can gain approval from his employer to undertake this task.

Action 00/322: Council to send supporting letter for John Neer

LF will work with John Neer on the Industry Forum. JT will attend WGISS meeting in Canberra in May.

8.4 FAO

There is an opportunity to participate in the International Year of Mountains in 2002. SM will provide the details of contact person in FAO. The new Council should follow up this matter.

8.5 Sister Societies

See Item 6.5 in JM minutes

A copy of the IAG Strategic Plan is available from LF.

8.6 UN/OICC

See Item 6.5 in JM minutes

8.7 UATI & ICSU

ISPRS was represented at the UATI General Assembly in March by Isabelle Veillet. A report on the meeting is expected. ISPRS has provided Ordinary Member contacts to UATI to support their International Strategy for Disaster Reduction Project.

LF and JT reported that positive progress has been achieved in obtaining full ISPRS membership in ICSU.

9. ISPRS Membership

9.1 Ordinary Members

There was a lengthy discussion on the appropriate actions that should be taken against defaulting members.

Action 00/323: LF to provide background material on a decision taken by the previous Council.

Members will be advised that they may have their Membership cancelled unless they pay their outstanding dues by the Congress. However, Council will request advice from the General Assembly on actions to be taken, according to Bylaw VI.1.(g), against those Members that have defaulted on payment of dues and have not responded to letters for more than 5 years.

Action 00/324: Council to discuss by e-mail, the appropriate actions and details of the document to be submitted to GA. Council to document names of defaulting members.

Actions to be taken to document defaulting members:

HR to provide names of defaulting members.

KB will report on the attendance of representatives from defaulting members at the Congress.

HR and JT will confirm the list of defaulting members to be presented to the GA.

9.2 Associate Members

Council approved the application from the 'Russian Society Contributing to Development of Photogrammetry and Remote Sensing' (RSPRS). The application will be presented to the General Assembly for formal approval.

• Sustaining Members

No matters discussed.

9.4 Regional Members

Recruitment dialogue continues with the Organization of Islamic Cities and Countries.



10. Financial Affairs

10.1 Treasurer's Report

A preliminary financial statement was presented by HR, who will present the final accounts to the Financial Commission for consideration by 30 April. A report from the Financial Commission will be supplied to Council within 3 weeks of receiving the financial statement.

Action 00/325: JT to request a report from Commission II on funding given to WG II/7 to investigate the development of a new standard.

Action 00/326: HR to obtain a PIN number to access accounts on-line.

Considerable discussion was held on the amount of professional financial advice/support is required to maintain the Society books. It was agreed that Council will consult initially with Ordinary Members which conduct similar activities before hiring a consultant.

Action 00/327: LF to contact Susan Pugh to seek advice and/or cost of financial support services from CIG. Specifically, (a) Society accounting process and technologies used, and (b) Cost to provide services.

Action 00/328: Incoming Tr to investigate the most appropriate methods of managing finances

10.2 Financial Commission Report

Action 00/329: Financial Commission to supply the signed financial statement for 1998.

The 1998 and 1999 Financial Statements, signed by the Treasurer and the Chair of the Financial Commission, will be supplied by the end of May. The 4-year statement will also be signed off by both Treasurer and Financial Commission before the Congress.

10.3 Financial Commission Guidelines

The Guidelines were approved after slight modifications.

Action 00/330: JT to send the revised Financial Commission Guidelines to the Web Master and arrange for inclusion in the Silver Book

The Council endorsed the recommendation of the Financial Commission that the GA be advised that there is no need for an increase in Member subscription rates for 2000-2004 term.

11. Awards

Full details can be found in Table 1.

All Awards were discussed and the timetable for notifications and presentations was prepared.

11.1 Brock Medal

See Table 1.

As jury, Council selected the winner.

11.2 Young Authors

10 awards will be available, (5 donated by Japan, 3 from the proceeds of the ISPRS/EARSel workshop in May 1999, and 2 from ISPRS funds). The procedure for judging of awards were discussed in item 3.1 of the JM. The winners will receive their certificates from a Council Member in the oral session in which the paper will be presented.

The final jury of SM, HR and JT will determine the 10 winners. The assessments will be compiled by JT and discussed by phone hook-up by the end of April. KB will also support good authors from developing countries.



11.3 Best Posters

The process for determining best posters is described in Item 3 in the JM Minutes.

11.4 Dolezal

Winners have been advised. The ToRs for the Dolezal Award need to be revised regarding the free Congress registration requirement and several other discrepancies in the award regulations.

11.5 Other

All awards will be announced at the Opening Plenary, but presentations will be made at different plenary and GA sessions.

Action 00/331: JT to advise donors of requirement to provide certificates for award according to the a prescribed format in terms of logo and Society name, and participation in presentation.

Certificates must include the ISPRS logo and name of the Society in the three official languages. An electronic version of the certificate must be provided to KB for display on screen during the presentations.

Action 00/332: HR to transfer Swf 25,000 to KB for Young Authors awards for handing over the prizes at the Congress. KB to provide account details.

As jury, Council selected the Honorary Member to fill the one vacant position.

12. General Assembly Plans

A letter will be sent to Ordinary Members stating requirements regarding their attendance and contributions at the General Assembly (GA). The letter should include the following:

- Date of arrival
- Registration with the SG
- Attendance at the GA on Sunday.
- Details of the Strategic Plan
- Draft Agenda
- Statement on fees for the next period

Action 00/333: LF to prepare and JT to send Ordinary Members information on their responsibilities at the General Assembly, the agenda, fees, etc.

The draft agenda was modified for distribution to Members. Due to excessive cost, electronic roll call and voting will not be available at the GA. A document list will be prepared for GA delegates.

Action 00/334: JT to enlist a person to take minutes at the GA.

13. Council Activities Reports

Reports of Council are given in Attachments A-D

14. Actions of Council

60 items were completed, 27 items are still open and 7 items were overcome by events.

Matters arising from the actions:

- The 9th UN Conference on Common Sustainable Development will be held April 2001 in New York. ISPRS will have an opportunity to exhibit on a topic of interest to OICC
- After the Congress, a new ISPRS exhibit will be required. GITC should be requested to assist in its preparation. The new Council should help in the design.

15. Next Meeting

Council will reconvene in The Netherlands during 12-14 July 2000 to make final plans and assignments for the Congress. Details have been provided by KB.

