

## ISPRS

### Meeting of Council, 8<sup>th</sup> 12<sup>th</sup> and 13<sup>th</sup> September, 2001 London

## AGENDA

1. Opening (JT)
2. Approval of Agenda (JT)
3. Review of previous Council Meeting (JT/ID)
4. Policy Discussion (JT)
  - 4.1 Registration (JT)
  - 4.2 Foundation (LF)
  - 4.3 Strategic Plan Actions -
    - Marketing Manager (JT)
    - Matrix (JT/LF)
    - Others (LF)
  - 4.4 Developing contacts with IEEE-GRSS (JT)
  - 4.5 International Policies and Treaties (GB)
5. ISPRS Publications (ID)
  - 5.1 Journal
  - 5.2 Bulletin
  - 5.3 Archives
  - 5.4 Home Page
  - 5.5 Blue Book and database
  - 5.6 Orange Book
6. Congress Plans (OA)
  - 6.1 Review of planning for technical sessions
  - 6.2 National reports
  - 6.3 Awards
7. Review of Technical Commissions (ID,JT)
  - 7.1 Working Groups
  - 7.2 Symposia, tutorials and other meetings
  - 7.3 Summary of discussions with TCPs
8. ISPRS Membership (ID)

# CMLond-Minutes

- 8.1 Report on status
- 8.2 Ordinary Members
- 8.3 Associate members
- 8.4 Sustaining members
- 8.5 Regional members
- 9. Financial Affairs (AP)
- 10. Inter-Organisational Activities
  - 10.1 COPUOS
  - 10.2 CIPA
  - 10.3 CEOS
  - 10.4 ICSU
    - Scientific Statements
    - Membership of ISPRS
  - 10.5 ICET/UATI
  - 10.6 ISO/OGC
  - 10.7 Others - ICORSE, COSPAR
- 11. Reports from Council (All)  
(Council to provide reports in writing at the meeting)
- 12. Review of Actions on Council
- 13. Other Business
- 14. Next Council Meeting
- 15. Close

## MINUTES

### Attendees

President	John Trinder (JT)
Secretary General	Ian Dowman (ID)
First Vice President	Lawrence Fritz (LF)
Second Vice President	Gerard Begni (GB)
Congress Director	Orhan Altan (OA)
Treasurer	Ammatzia Peled (AP)
In attendance for item 5;	Manos Baltsavias (MB)

- 1. **Opening (JT)**  
JT welcomed Council and thanked ID and UK Committee for hosting the meeting.
- 2. **Approval of Agenda (JT)**

# CMLond-Minutes

At the opening, JT reviewed the agenda and noted the need to cover, on the first day of the meeting, certain items that were on the Agenda of the Joint meeting tomorrow.

Council approved the agenda.

### 3. Review of previous Council Meeting

Item 4 - raise profile. JT noted that FIG is doing this effectively through its newsletter. The ISPRS brochure is important and should be given high priority. More news with photographs of Council activities with Members, , should go into Highlights. Item 12.2 Funding of speakers to workshops. The sum of SwFr10 000, given in the minutes, is incorrect and should be deleted.

### 4. Policy Discussion

#### 4.1 Foundation

LF had produced revised Bylaws (CMLond4.2) and documentation on necessary publicity material. Registration should give tax advantages to donors, but recognition may be required in each country for this to occur., Further action on registration is before this matter can be settled. Sponsorship was needed for a brochure.

01/118 ACTION Council to suggest further benefits of the Foundation to LF, and give feedback on documents.

01/119 ACTION LF to find someone to design a brochure for the Foundation and to seek sponsorship for this.

#### 4.3 Strategic Plan Actions - Council reviewed the actions.

1-7 Young author awards to be followed up by OAat meeting of StMs at Intergeo in 2002

4-1b JT to establish a task group on Commission structure to assist in establishing matrices which include all application areas

4-3 AP to co-ordinate drive for sustaining membership

01/120 ACTION AP to co-ordinate drive for new Sustaining Members.

5-2a, 5-4a Web page - Assign action to TS who is to discuss with AP.  
Possible collaboration with OEEPE

6-3 Sustainable development indicators. ICSU application had been made but was unsuccessful; this would be reactivated when appropriate by JT.

01/121 ACTION JT to reactivate grant application to ICSU

7-2 Marketing Manager. Council reviewed the job description for the Marketing Manager prepared by JT (CMLond4.3). Council considered that there were two tasks involved: a publicity person to develop plans and procedures and a Marketing Manager to execute the plan.

# CMLond-Minutes

Council decided to invite proposals for an ISPRS marketing plan.

01/122 ACTION JT to prepare an Invitation to Tender for a Marketing plan for distribution to selected people and placing in Highlights and on the Home Page.

Council reviewed the revised matrix of ISPRS activities with common keywords prepared by JT. These had been presented at the JBSIS. The matrices would be presented to TCPs at the JM who would be requested to use them in planning activities.

4.4 Developing contacts with IEEE-IGARSS  
JT introduced his paper and noted that he had been invited by the IGARSS President to develop joint activities.  
Vern Singhroy will have ISPRS meeting at IGARSS in Toronto and we should look for further opportunities for ISPRS sessions at IGARSS Meetings such as in Toulouse in 2003

01/123 ACTION JT to draft MOU with IEEE

4.5 GB introduced his paper International Policies and Treaties (CMLond4.5). It is too late to prepare an ISPRS session at ICORSE in Buenos Aires in 2002, but we should be able to participate if a session is organised.  
EARSeL had set up a SIG on Multilateral Environmental Agreements and GB is to chair this. The SIG would be formally approved at the EARSeL Meeting in Prague 3-8/6 2002. It was decided to approach EARSeL and suggest a joint EARSeL/ISPRS SIG. Some members of IPAC will be invited to support the SIG.

01/124 ACTION ID write to EARSeL President, GB to approach informally, to suggest joint EARSeL/ISPRS SIG

Mike Wilson UN EP, Nairobi, to be asked to comment on Task Force ToRs.

01/125 ACTION JT to invite Mike Wilson to comment on Task Force ToRs.

4.6 Raising the profile of Remote Sensing in ISPRS  
It was agreed that we need to build on the relationship with ICORSE and IGARSS. We need to have further discussions with ICORSE officers and motivate them to act as part of ISPRS.

01/126 ACTION ID/LF to arrange meeting with ICORSE at next CM.

## 5 ISPRS Publications

5.1 Journal (MB in attendance)

Associate Editor

MB made the case for an associate editor on the grounds of reducing his workload (extra work was causing delays in handling papers); the need for somebody to be trained to eventually take over from him; and to give better thematic coverage. Several people had been approached without success. This item would be discussed further by Council and MB.

## Book series

MB presented proposals, but gave no details regarding costs or returns. LF suggested that we have a publications committee whose first task would be to prepare a business plan.

- 01/127 ACTION LF to get information on financial aspects of publishing a book series from ASPRS.
- 01/128 ACTION ID put notice in Highlights looking for book series editor and theme editors
- 01/129 ACTION Council to talk to publishers such, as Taylor and Francis, about a book series.

## 5.2 Bulletin

This would be discussed at the JM.

It was essential to reduce wastage in distribution of Highlights Council should increase the number of individuals on the mailing list and reduce the number to Members receiving bulk deliveries.

It was noted that the events calendar takes up too much space and should be set out in a better way.

## 5.3 Archives

ID reported that contact with GITC has been signed. A note on arrangements for distribution had been prepared for Highlights and the homepage.

### Guidelines for publication

OA introduced 3 versions. It was agreed that 6 pages should be the length for standard papers, 12 pages for invited papers. The LF version would be adopted but with centred titles. TCPs should note that they might need to adapt the guidelines for specific production requirements.

- 01/130 ACTION OA to produce final version by the end September and send to Fabio.
- 01/131 ACTION ID to get list of keywords from Peter Walhhausl

ID reported that the surplus Archives were stored with RICS until arrangements could be made for distribution.

- 01/132 ACTION ID to send some surplus archives to Dar es Salaam meeting

## 5.4 Home Page

Some improvements are still needed.

- 01/133 ACTION ID or LF to discuss improvements to web page with FR

Some points were noted: Flash pictures were OK with limitations;  
It is important to have easy access to Symposia and Congress pages from the home page; it needs to be more friendly to new users.  
The possibility to include advertising should be kept under review.

## 5.5 Blue Book and database

ID reported that he was still preparing the database with GITC. Updating of the mailing list should be helped by putting a card into Highlights annually and asking for responses.

ID to request updates to Members' details.

The number of individual members in each Member organisation should be included in the Blue Book.

AP and RP presented a front end for the data base which was approved by Council.

01/134 ACTION AP to circulate print out of menus for handling the database.

## 5.6 Orange Book

The Orange Book was reviewed and modified. This would not be printed again at the moment, but the master version and web version would be updated as required.

Model contracts for Commission Symposia and the Congress will be added when they are finalised.

## 6 Congress Plans

### 6.1 Review of planning for technical sessions

Plans for the technical sessions at the Congress were reviewed and proposals were made to OA for modifications.

### 6.2 National reports

These will be called 'Member' Reports. Members are asked to submit a 'blank abstract' to indicate that a report will be submitted. Length of the report should be 8 pages for category 6-8, 6 pages for all other categories. The Member Reports would be published in Part 6 of the Congress Archives.

01/135 ACTION ID to revise and circulate guidelines for Member Reports

### 6.3 Awards

01/136 ACTION ID to extract actions relating to awards and circulate to Council.

## 7 Review of Technical Commissions

### 7.1 Working Groups (item discussed after joint meeting)

01/137 ACTION ID to ask WGs for lists of members

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01/138 ACTION ID to ask TCPs II and V to ensure that WGs V/I and III/5 arrange joint activities.

01/139 ACTION ID to talk to Rangnath about VII/2 and VII/3

## 7.2 Symposia, tutorials and other meetings

Council noted that most problems with contracts have been resolved. Only the contract for Commission II remains to be finalised.

## 7.3 Summary of discussions with TCPs

Council noted conclusions from the JM that TCPs should be elected at the beginning of Congress, possibly have a workshop for candidates before Congress, and another workshop after the congress to discuss ToRs of WGs. This item to be carried forward.

01/140 ACTION ID to include item on CM agenda on timetable for electing TCPs.

Council felt that TCPs spent too much time presenting their reports to Council, written reports should be circulated in advance and we should concentrate on issues and problems at the meeting. [Maybe don't need oral reports at Hyderabad]

ID noted that there were a number of WG Commissioning forms missing.

01/141 ACTION ID to remind TCPs about WG Commissioning forms

## 8. ISPRS Membership

8.1 ID reported on status of membership (CMLond8.1)

### 8.2 Associate members

It was agreed that new members would not be accepted until their first subscription had been paid.

The ballot had accepted Natural Resources And Environmental Monitoring (NREM) Division, Remote Sensing Technology And Application Center National Institute Of Aeronautics And Space (Lapan) Indonesia as an Associate Member by 79 votes to 0. It was agreed to accept NREM subject to payment of first subscription.

ID should write again to Iran and Pakistan about membership category.

JT to write to India and Queensland

01/144 ACTION ID to write to Iran and Pakistan about membership category

01/145 ACTION JT to write to India and Queensland

### 8.3 Sustaining members

It was agreed to have a drive on attracting new Sustaining members. We should target companies such as PCI, ERDAS and Definiens.

01/146 ACTION Council to send names of prospective new Sustaining members to AP.

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01/147 ACTION AP to remind defaulting Sustaining Members of subscriptions due and say that will be expelled if not paid.

ID reported that the ballot for increasing subscriptions of Sustaining Members had returned 79 votes in favour, 0 against. FR to change the information on the Home Page.

Council approved membership of e-HD.com of South Korea.

## 9. Financial Affairs

AP outlined our current investments, Council agreed that these should be unchanged. Council agreed to be tough on Associate and Sustaining members in default on subscriptions.

AP reported on expenditure and the budget. Council agreed that the Society's financial state was generally healthy.

Council noted that ISPRS had agreed to support the ISPRS workshop in Dar es Salaam, and that MB should provide an estimate of costs immediately and a statement of expenditure afterwards.

Council discussed the ISPRS fund for scientific initiatives. It seems that the denied request from ISU fell within the guidelines.

01/148 ACTION AP to call for proposals for scientific initiatives with closing date of 31<sup>st</sup> January.

## 10. Inter-Organisational Activities

### 10.1 COPUOS

It was noted that GB and TS had agreed to be members of action teams to review UNISPACEIII recommendations. TS would lead one. JT to inform Mazlan Othman accordingly.

### 10.2 CIPA

HR had resigned as an Ordinary member of CIPA, Council are asked to suggest a new member.

01/149 ACTION Council to propose new names to JT/OA for membership of CIPA.

### 10.3 CEOS

ID to follow up actions of JM

### 10.4 ICSU

ISPRS had been asked to contribute to ICSU Scientific Position Statements. IPAC could make input to topic '2. Access to Data and Databases' and Commission VII to topic '8. Sustainable Development'. The UNISPACE III statements could also be relevant to the topic on 'Access to Data and Databases' and the book on Global Databases by Shibasaki and Hastings could be relevant to 'Sustainable Development'



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01/150 ACTION ID to ask RH and RN if they would contribute to ICSU Position statements and to reply to ICSU.

ISPRS Membership of ICSU was discussed at the JM and TCPs had agreed to solicit statements from their national representatives.

ISPRS had been invited to contribute to ICSU's preparations for the World Summit on Sustainable Development. It was agreed that we should participate, that ID will be the point of contact, and that he should seek input from TCPVII and ISAC.

01/151 ACTION ID to liaise with ICSU over World Summit on Sustainable Development

10.5 ICET/UATI

Council decided that ISPRS should withdraw from UATI.

01/152 ACTION ID to inform UATI that we wish to withdraw from membership.

10.6 ISO/OGC

See actions from JM

10.7 ICORSE

A planning meeting will be held in Buenos Aires, 18<sup>th</sup>-19<sup>th</sup> October. LF will attend and also discuss arrangements for a meeting with ICORSE Board, as well as for the ISPRS Council meeting to be held during the ICORSE conference.

So far ISPRS sessions on Education (Commission VI) and on LIDAR (Commissions I and II) have been arranged. Further sessions on Global Data bases and

(Ryutaro Tateishi and David Hastings) and environmental issues (Sandra Maria Fonseca and Mark Imhoff) have been requested. JT, Tony Milne, Ed Shaw and Alan Belward were suggested as speakers on Sustainability Indicators.

01/153 ACTION JT, GB and LF to co-ordinate ISPRS activities at ICORSE.

10.8 COSPAR

ISPRS had been requested to participate in and sponsor the COSPAR meeting during the World Space Congress, 10-19 October 2002. Council was unwilling to provide funding but will contact Vern Singhroy (WGVII/5) to see if he is willing/able to participate and sponsor a session.

01/154 ACTION ID to contact Vern Singhroy to see if he is willing to organise an ISPRS session at COSPAR.

10.9 Joint Board

ID reported on the meeting held in Budapest.

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Council agreed for ISPRS to sponsor 2 or 3 young author awards to IUGG meeting

## **11. Reports from Council**

Written reports were received from JT, LF, ID and GB.

## **12. Review of Actions on Council**

The action items were reviewed and updated.

## **13. Other Business**

Statutes and bylaws - JT reminded Council that these were the responsibility of 2VP, and an item should be included on the agenda of the next meeting.

## **14. Next Council Meeting**

The next Council meeting will be held in Buenos Aires in April 2002 during the ICORSE conference [ICORSE 8-12 April, ASPRS/FIG Washington, 19-26 April]

01/155 ACTION ID to contact Chuck Hutchinson [after the planing meeting attended by LF] for logistics of the meeting which should be held during the ICRSE.

## **15. Close**

JT closed the meeting with thanks to all for attending and for useful discussions.