



MINUTES OF ISPRS COUNCIL MEETING
Incoming and Outgoing Officers
Joint Meeting of Council with Technical Commission Presidents
3:30 pm - 5:00 pm, Thursday, 18 July 1996

Room OE/558, Austria Center Vienna
Vienna, Austria

Council Attendees:

	Outgoing	Incoming
President	S. Murai (Japan)	L. Fritz (USA)
Secretary General	L. Fritz (USA)	J. Trinder (Australia)
1st Vice President	K. Torlegård (Sweden)	S. Murai (Japan)
2nd Vice President	A. Gruen (Switzerland)	T. Krug for M. Barbosa (Brazil)
Treasurer	J. Trinder (Australia)	H. Ruether (South Africa)
Congress Director	K. Kraus (Austria)	K. Beek (Netherlands)

Commission President Attendees:

	Outgoing	Incoming
Com. I	L. Mussio (Italy)	G. Joseph (India)
Com. II	M. Allam (Canada)	I. Dowman (United Kingdom)
Com. III	H. Ebner (Germany)	T. Schenk (United States)
Com. IV	R. Welch (USA)	D. Fritsch (Germany)
Com. V	J. Fryer (Australia)	H. Chikatsu (Japan)
Com. VI	Li Deren (China)	F. Amhar ** (Indonesia)
Com. VII	R. da Cunha (Brazil)	G. Remetey (Hungary)

** for K. Villanueva

Observers:

G. Forlani (Italy), Com. I Secretary
C. Heipke (Germany), Com. III Secretary
K. Eder (Germany), Com. III Secretary
M. Remillard (USA), Com. IV Secretary
M. Shortis (Australia), Com. V Secretary
J. Gong (China), Com. VI Secretary
M. Oliveira (Brazil), Com. VII Secretary

AGENDA

1. Opening Remarks
2. Introduction of Officers
3. Approval of Agenda
4. Guidelines for Hosting a Technical Commission
 - a. Commission Responsibilities
 - b. Bylaws/Resolutions and Terms of Reference

- c. Guidelines for Publication of the International Archives of Photogrammetry and Remote Sensing
 - d. Guidelines for Authors
 - e. Logos and Letterhead
- 5. Guidelines for Organizing Working Groups
 - a. Resolutions and Terms of Reference
 - b. Guidelines for Conducting a Working Group
 - c. Draft terms of reference & Selection of Chairpersons
 - d. Deadlines
- 6. Communications with Council
 - a. Correspondence File Numbers
 - b. Address and communication numbers
 - c. Reports for ISPRS Publications
 - (1) 1996 ISPRS Annual Report
 - (2) Reports for ISPRS Bulletin
 - (3) Reports/Articles for ISPRS Journal
 - (4) Other
- 7. Meetings
 - a. Joint Meetings with Council
 - b. Mid-term Symposia
 - c. Tutorials, Workshops, Colloquia
 - d. IUSM
- 8. Other Business
- 9. Adjournment

Prior to the meeting, copies of the following documents were provided for the participants:

- Agenda
- Guidelines for Hosting a Technical Commission
- Guidelines for Publication of the Archives
- Guidelines for Authors
- Guidelines for Conducting a Working Group
- Resolutions approved by the Vienna General Assembly
- Correspondence File Numbers
- form for official Address and Communications numbers
- Preliminary Plan for Council Meetings 1996-2000
- Sustaining Membership - Advantages, Application Form, Terms of Reference
- RICS Contract with ISPRS for sales of Commission & Congress Archives
- Letterhead design for Commissions to use
- Stat sheet of official ISPRS logo
- New Statutes and Bylaws with modification approved by Vienna General Assembly
- Outline for preparation of 1996 ISPRS Annual Report
- Hardcover Volume XXIX, Part A of 1992 Washington Congress (provided to new Commission Presidents only)

MINUTES

1. Opening Remarks

President Murai welcomed all attendees and congratulated the new officers on their election. He stated that the objectives of the meeting were to initiate the transition of Commission officers and to begin preparation of Commission activities for the 1996-2000 term.

2. Introduction of Officers

All attendees introduced themselves.

3. Approval of Agenda

A review of the Commission Summaries Plenary Session was added to Agenda Item 8. "Other Business."

4. Guidelines for Hosting a Technical Commission

a. Commission Responsibilities

President Murai reviewed the Guidelines for Hosting a Technical Commission and emphasized that although ISPRS is very open in its process, it is not a club but rather a service for our Society and it is important that we abide by ISPRS Bylaws and Guidelines. He then requested Secretary General Fritz to review further Guidelines.

b. Bylaws/Resolutions and Terms of Reference

L. Fritz noted that the Commission officers should review the Commission Terms of Reference as outlined in Bylaw XIII of the new Statutes and Bylaws document provided.

c. Guidelines for Publication of the International Archives of Photogrammetry and Remote Sensing

L. Fritz stated that any Commission and/or Working Group proceedings may be included in the *International Archives of Photogrammetry and Remote Sensing* Volumes if Council preapproval is given and if all requirements outlined in these and referenced Guidelines are met. The contract of ISPRS with RICS Books requires that all post Commission Symposia and other ISPRS Event *Archives* will be sold exclusively by RICS. The Commission hosts/organizers may sell the *Archives* in advance and during the Symposia, however RICS is to be referenced and given post-Symposia exclusivity. For all RICS sales the revenue is returned to the Commission/host quarterly or half yearly.

d. Guidelines for Authors

These Guidelines are prepared in English, French and German and are to be used for the preparation of all manuscripts to be published in the *Archives*. This includes the Keywords for the ISPRS *Archives*.

e. Logos and Letterhead

The official ISPRS logo is to be used for all publicity and communication documents. The stat copy provided is to be used for reproduction. If computer generated logos are made, care must taken to insure that distortions from changing scale are avoided and that line weights are correct.

J. Trinder reviewed the letterhead to be prepared by each Commission for its official business. He stressed uniformity of format and content should be maintained for all Commissions.

5. Guidelines for Organizing Working Groups

a. Resolutions and Terms of Reference

The Resolutions approved by the General Assembly in Vienna combined with the standing Terms of Reference in Bylaw XIII provide the basis for the formation of Commission WG's. All topics in these documents must be covered by WG activities. However, WG's may be formed to cover additional topics relevant to the scope of the Commission. If necessary, for topics which overlap Commission interests, InterCommission WG's may be suggested. However, IC WG's should be kept to a minimum and a lead Commission must be agreed by the collaborating Commission Presidents.

b. Guidelines for Conducting a Working Group

Working Groups should meet at least annually, preferably by convening technical seminars, colloquia, etc. on the WG topic and to conduct WG business. WG's must report annually and are encouraged to communicate through E-mail, newsletters, etc.

c. Draft terms of reference & Selection of Chairpersons

Before the next Joint Meeting with Council in October 1996, Commission Presidents are to seek out willing and conscientious leaders who are specialists in the WG field; will have financial support from their employer; and who will gather an international group of collaborators to address the WG activities. It is preferable for WG's to be geographically dispersed and the WG Chairpersons and Co-Chairpersons to be from different continents.

d. Deadlines

Council will convene with TCP's annually at Joint Meetings. The 1996 Joint Meeting will convene in October for general discussion and Council approval of all WG's, WG Terms of Reference and WG Chairpersons. President-elect Fritz requested that a draft of the Commission WG plans be submitted to Secretary General-elect Trinder by 31 August for Council review. This will provide time for refinements and questionable issues to be addressed in advance of the Joint Meeting, thereby expediting the process.

The purpose of the Joint Meeting is to reconcile overlaps and gaps and to communicate WG plans to all Council and TCP's. It is not to define and establish WG's as that is very difficult to accomplish at a Joint Meeting. Any InterCommission WG's should definitely be proposed to Council as soon as possible.

6. Communications with Council

a. Correspondence File Numbers

ISPRS correspondence uses a coded file number system for reference and filing purposes. All officers are requested to use it.

b. Address and communication numbers

A form was passed out for completion at the meeting to provide Secretary General-elect Trinder all information needed to produce an official address listing for correspondence. All Commission, WG officer addresses are to be submitted to the Secretary General along with the approved WG Terms of Reference for publication in the ISPRS Silver Book.

c. Reports for ISPRS Publications

(1) 1996 ISPRS Annual Report

The 1996 Annual Reports are to be prepared by the new TCP's with the cooperation of their predecessors. The Annual Report should emphasize the State of the Science and progress in each WG's domain. The reports from the WG Chairs to the TCP's are due by 15 November each year. The TCP is to consolidate all WG inputs and prepare the Commission Report for delivery to the Secretary General by 15 December each year. The 1996 reports should include plans for the WG's and the Commission as well as State of the Science.

(2) Reports for ISPRS Bulletin

The Bulletin is being negotiated for publication soon after the Congress. All outgoing Commission Presidents are to provide their four year summary of the Commission for publication in the first issue. The summary can be the same as required for the hardcover *Archives A* volume for the Vienna Congress. Reports are due to J. Trinder no later than 15 Sep 1996.

Commission Presidents are encouraged to provide timely news for publication in the Bulletin.

(3) Reports/Articles for ISPRS Journal

Commission Presidents are required to support the Editor-in-Chief D. Tait by providing articles for peer-review and publication in the official ISPRS Journal.

(4) Other

The ISPRS Homepage has been established and is maintained by Andre Streilein of ETH Zurich. All Commissions and WG's are encouraged to prepare their own homepages for communication in coordination with WebMaster Streilein. He will ensure that pointers are established to each Commission/WG activity. It is important that all ISPRS activities have a base focal point through the ISPRS Homepage to make it easier for the outside world to have complete access to our activities.

It was suggested that Council should evaluate the need for the *Archives A* volume to contain mini-reports on Congress sessions.

President Murai stated that communication is one of the prime objectives of the Society and he encouraged TCP's to keep Council and Editors well and continuously informed.

7. Meetings

a. Joint Meetings with Council

The Preliminary Plan for Council meetings was presented. A Joint Meeting with TCP's will convene once each year. The October 1996 meeting with Incoming/Outgoing TCP's will be for discussion and approval of the Commission/WG structures; the Fall 1997 Joint meeting will be for review of Symposia plans; the Fall 1998 meeting will be for a summary of the Symposia and initial plans for the next Congress; the Spring 1999 meeting will be in Amsterdam to review the Congress plans and site inspection; and the late Winter 2000 meeting will finalize the Congress program. Commission IV President Welch recommended that TCP's take their Commission Secretary to the 1st Joint Meeting.

President Murai led a discussion to confirm the best dates for convening the October Joint Meeting in Tokyo. He requested a short Seminar with technical presentations for the hosts on the first day. Commission President and Council speakers were selected for 20 minute presentations on a variety of topics. The Meeting schedule agreed was:

Mon 30 Sep - Seminar in Tokyo
Tue 1 Oct - Joint Meeting in Gumma
Wed 2 Oct - Joint Meeting in Gumma
Thu 3 Oct - am Council Meeting
 pm Joint Meeting
Fri 4 Oct - Council Meeting
Sat 5 Oct - Council Meeting

b. Mid-term Symposia

The incoming TCP's were polled regarding when their Commission Symposia should convene. After some modifications to best fit travel arrangements, climate conditions, etc. the following schedule for 1998 was agreed:

Com I	23-27 February	- Bangalore, India
Com V	2-5 June	- Hakodate, Japan
Com III	6-10 July	- Columbus, USA
Com II	13-17 July	- Cambridge, UK
Com VI	24-26 August	- Bandung, Indonesia
Com IV	7-10 September	- Stuttgart, Germany
Com VII	1-4 September	- Budapest, Hungary

Incoming Commission IV President Fritsch generously offered for the German Society to host the 1998 Joint and Council Meetings after the Stuttgart Symposium. President Murai noted that each Commission should provide free accommodation and registration for Council Members which attend their Symposium.

c. Tutorials, Workshops, Colloquia

All Commissions and their WG's are encouraged to convene scientific and technical meetings and workshops in the odd-numbered years. It was mentioned that it is best practice to convene a WG meeting at the country of the WG Chair in one year and in the other year to convene at the country of the WG Co-Chair, especially if they are from different continents.

d. IUSM

The IUSM is managed by an Executive Board and directed by a Council. The IUSM Council consists of the two Executive Board members plus four representatives from each IUSM Member Society. IUSM Council meets once every three years. ISPRS representatives on Council are L. Fritz, J. Trinder, M. Barbosa, H. Rüther, and K. Beek. Incoming Commission IV President Fritsch was nominated for the Council and accepted.

8. Other Business

Outgoing 1st Vice President Torlegård reviewed the plan for the Commission Summaries and Closing Plenary Sessions.

9. Adjournment

President Murai expressed his appreciation to the attendees and adjourned the meeting.

*Prepared by Lawrence W. Fritz, Secretary General
9 September 1996*

