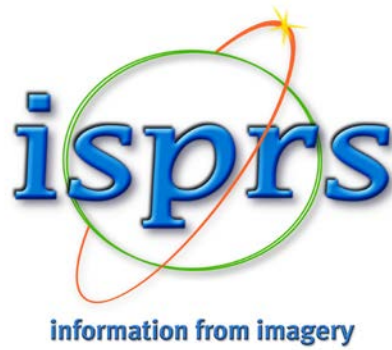


International Society for Photogrammetry and Remote Sensing



**Responsibilities and Duties of
ISPRS Council Members**

(Green Book)

Introduction

This publication sets out the responsibilities and duties of ISPRS Council Members. It has been compiled to include the statutory duties set out in the Statutes and Bylaws of ISPRS and from the experience of current Council Members. It will be updated from time to time as responsibilities change.

The first section contains a list of the responsibilities of each Council Member. The Annexes list useful information and actions required for various topics.

V2.0 compiled April 2008
V3.0 compiled October 2016

Orhan Altan
Christian Heipke

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1. PRESIDENT

Statutory Responsibilities

1. **Convene** and **preside** over the plenary sessions of Congress, the General Assembly and the Council; the President may delegate the Director of the Congress to preside at Congress plenary sessions - Bylaw XI.6.
2. **Planning** for the Congress and General Assembly - Bylaw XI.6
 - a. Advise Members, not less than twelve months in advance of the Congress, the date and place of the next meeting of Congress;
 - b. Prepare and communicate to Members a draft agenda for General Assembly, accompanied by an explanation of the purpose and importance of the items of the Agenda, not less than 3 months prior to the Congress;
 - c. Not less than one month in advance of the Congress, provide the names of the Ordinary Members which have proposed to organize the next Congress;
 - d. Not less than one month in advance of the Congress, provide the names of the Ordinary Members which have proposed to be responsible for each of the Commissions for the next four-year period and the names of their proposed Commission Presidents and Vice-Presidents;
 - e. Not less than one month in advance of the Congress, provide the nominations of members for Council, who have been proposed by Ordinary Members;
 - f. Invite certain persons to attend the Congress - Bylaw IX.4 (c);
 - g. Convene the General Assembly to one or more meetings in the course of the Congress - Bylaw X.1.
3. In the interval between Congresses the President may **convene the General Assembly** to an extraordinary meeting to discuss a single Resolution that has the support of at least two Ordinary Members. Whenever called upon in writing by not less than three-quarters of the Members, the President shall convene an extraordinary meeting.
4. **Convene Council Meetings** at least once per year - Bylaw X.2
5. Coordinate the **activities of the Commissions** and Working Groups, according to the decisions and intentions of the General Assembly and the Congress - Bylaw XIII.6
6. **Represent the Society** in its dealings with national or international institutions or organizations whose activities are of interest to the Society - Bylaw XI.6(c)
7. **Cooperate with other international organizations** concerned with photogrammetry, remote sensing, spatial information science, cartography, geodesy, surveying, and other similar disciplines - Bylaw XI.6(d)
6. **Appoint Chairpersons of ISPRS Committees**, and approve selection of members of the committee - Bylaw VII.2
7. **Represent the Society** in financial matters including Society bank accounts - Bylaw XV.5.

Specific Tasks

1. Congress
 - a. Prepare the invitation to the Congress for the Second Announcement – Oct. year 2
 - b. Coordinate preparations for the Congress with Congress Director
 - c. Arrange the agendas and chair sessions of the General Assembly
 - d. Report to the General Assembly on developments in the Society
 - e. Handover the Presidential chain at the closing

2. Coordination of the activities of the Commissions and Working Groups
 - a. Ensure that resolutions are addressed in the preparation of the Terms of Reference of WGs for the 4 years between the Congresses - Post-Congress JM and JM, October/November of Congress year.
 - b. Monitor the progress of the implementation of Resolutions at JM - year 2
 - c. Monitor yearly the progress of the work of the Commissions through the Commission President.
 - d. Attend Commission Symposia – year 2
3. Plan and chair Council and Joint Meetings
 - a. Plan Council Meetings twice per year
 - b. Prepare agenda for CMs with SG and coordinate preparation of documents
 - c. Prepare President’s report to Council Meetings
 - d. Plan JMs every year as follows:
 - Post-Congress; October/November year of Congress;
 - September/October year 1
 - At the last Symposium year 2
 - Year 3 at Congress location, preferably 1 year before Congress
 - March/April prior to Congress
 - e. Prepare agenda for Joint Meetings with SG and coordinate preparation of documents
4. Prepare and sign the contracts for
 - a. The Congress with Congress Director – October post Congress
 - b. The Symposia with the TCPs – by April year 1
 - c. The publication of the Journals – in due time
 - d. The publication of the Book Series – year of Congress
5. Cooperate with other international organizations concerned with photogrammetry, remote sensing, spatial information science, cartography, geodesy, surveying, and other similar discipline:
 - a. Attend annual meetings of the Joint Board of Geospatial Information Societies
 - b. Provide contact of relevant new officers - year 1.
6. Represent the Society at international meeting and events
 - a. Attend meetings when appropriate, and communicate with international organizations, e.g. ICSU, UN OOSA, CODI meetings in Africa, IEEE-GRS, Joint Board of Geospatial Information Societies
 - b. Maintain passive contact with other organisations, e.g. ISU, CIESIN
 - c. Attend meetings and communicate with Regional members, multi-national meetings and national members when appropriate
 - d. Represent Society in one of six regions of the world
7. Awards
 - a. Coordinate all actions concerning the awards
 - b. Keep contact with donors, juries and awardees to ensure all necessary actions are carried out in good time (in particular decision taking, preparation of certificates, medals/plaques, funds)
 - c. Prepare awards booklet and citations for each award
 - d. For specific duties see appendix
8. Reporting
 - a. Prepare editorial for GIM page, Geoinformatics page and ISPRS eBulletin in agreement with SG and other Council members
 - b. prepare reports on visits to Members and international meetings for Council
9. Other Duties, as agreed by Council
 - a. Work on gaining new members in areas where ISPRS is underrepresented

2. SECRETARY GENERAL

Statutory Responsibilities

1. **Act as Secretary** of the of Society (GA, CM, JM), arrange the meetings of these bodies, and draw and distribute their agenda and minutes at the appropriate time;
2. **Represent the Society** in its dealings with national or international institutions or organizations whose activities are of interest to the Society; ensure that external organization contact details are up to date and that ISPRS details are correct;
3. **Deal with the correspondence** of the Society and distribute to Members relevant information and communication;
4. **Ensure the keeping of the records**, particularly the address database (previously Blue Book) and web information (previously Silver Book).
5. **Collate reports of Commissions** and distribute information concerning Commissions;
6. **Collaborate with Congress Committee and Commissions** concerning publications of meetings (Archives, Annals);
7. **Ensure timely preparation and dissemination of Society publications**; incl. management of eBulletin, Archives and Annals, preparation of a brochure, Orange Book and liaison with web master and ISPRS Journal Editors.
8. **Ensure that the decisions taken at Congresses are speedily carried out**;
9. **Receive the credentials of Delegates**, Advisors and Representatives appointed by Ordinary Members, Associate Members and Regional Members to represent them at the Congress and report in writing to the President on their voting rights.
10. **Coordinate the scheduling of all events** of the Society.
11. **Manage Headquarters** of the Society.

Specific Tasks

1. Represent Society in one of six regions of the world
 - a. Strive to participate in regional events.
 - b. Coordinate with Regional Members of Council assigned region.
2. ISPRS Membership
 - a. Coordinate membership requests and postal votes
 - b. work on gaining new members in areas where ISPRS is underrepresented
3. ISPRS events
 - a. approve sponsorship and co-sponsorship of ISPRS events
 - b. Attend Commission Symposia – year 2
4. Reports
 - a. Submit SG activities report to each Council Meeting.
5. Publications
 - a. act as editor of eBulletin
 - b. coordinate input for web pages together with web master
 - c. coordinate input for GIM magazine, once per month
 - d. coordinate input for Geoinformatics magazine, twice per year
 - e. coordination production and distribution of biennial report
 - f. coordinate production of ISPRS brochure and distribution to events (4 months prior to event)
 - g. ensure that the contact points (addresses, emails etc.) of all members are updated and liaise with regional representatives on updating these records
6. Other duties, as agreed by Council
 - a. distribute all documents of GA in digital form one month in advance of meeting

3. CONGRESS DIRECTOR

Statutory Responsibilities

1. **Chair the Congress Committee;**
2. **Represent Ordinary Member responsible for the Congress** in all matters relating to its organization;
3. **Correspond** with Ordinary Members, Associate Members, Regional Members, Commissions, Working Groups, Committees and the Sustaining Members Committee **concerning the scientific and social programs of the Congress;**
4. **Report to the Council** measures being taken to prepare the Congress and the progress therein;
5. **Arrange publication of Proceedings** (Archives and Annals) relating to that Congress;
6. **Be available for consultation** on the planning of all matters related to that Congress.

Specific Tasks

1. Represent Society in one of six regions of the world
 - a. Strive to participate in regional events.
 - b. Coordinate with Regional Members of Council assigned region.
2. Reports
 - a. Submit Congress Director Activities report to each Council Meeting.
3. ISPRS events
 - a. Prepare material for announcement of Congress (web presence, 1st and 2nd announcement, etc.)
 - b. Attend Commission Symposia – year 2
4. Other duties, as agreed by Council

4. FIRST VICE-PRESIDENT

Statutory Responsibilities

1. General responsibilities (BL-XI.8.a & b)
 - a. Assist the President when called upon to do so.
 - b. Act as President whenever President is prevented by circumstances outside his/her control from fulfilling his/her duties
2. Chair Resolutions Committee (BL-XI.8.c; XIII.15)
 - a. Review, maintain and update schedule of Resolutions process.
 - b. Recruit 3 to 5 committee members.
 - c. Present Resolutions to the General Assembly for approval.
3. Coordinate Awards (BL-XI.8.d)
 - a. Review, maintain and update schedule of Awards process.
 - b. Maintain *ISPRS Awards Policy Guideline*.
 - c. Prepare Awards Brochure for distribution at Symposia.
 - d. Work Awards ToRs with OdM sponsors when changes are warranted.
 - e. Collaborate with the ISPRS Foundation and other Juries to assure Awards are funded, grants and gifts are prepared and in place for the awards ceremony.
 - f. Recommend timing of Award presentations to Council.

Specific Tasks

1. Represent Society in one of six regions of the world
 - a. Assist the President when called upon to do so.
 - b. Strive to participate in regional events.
 - c. Coordinate with Regional Members of Council assigned region.
2. Reports
 - a. Prepare article on Awards for ISPRS eBulletin.
3. Other Duties, as agreed by Council
 - a. Work on gaining new members in areas where ISPRS is underrepresented

5. SECOND VICE-PRESIDENT

Statutory Responsibilities

1. General responsibilities (BL-XI.9)
 - a. Assist the President in any manner requested by President;
 - b. Assist First Vice-President should he/she be prevented from acting;
 - c. Review, maintain and update the Statutes, Bylaws and Guidelines.

Specific Tasks

1. Represent Society in one of six regions of the world
 - a. Strive to participate in regional events.
 - b. Coordinate with Regional Members of Council assigned region.
2. Reports
 - a. Submit 2nd VP activities report to each Council Meeting.
3. Coordinate journal publications
4. Liaise with ISPRS Student Consortium
5. Other duties, as agreed by Council

6. TREASURER

Statutory Responsibilities

1. **Issue annual invoices** in the first few weeks of the upcoming fiscal year to Ordinary Members, Associate Members, Regional Members, and Sustaining Members; send periodic reminders to those in arrears;
2. **Collect the funds of the Society** and administer them in accordance with the decisions of the General Assembly and the instructions of the Council;
3. **Keep account of all financial transactions** and submit a statement of accounts, at the end of each fiscal year, to the ISPRS accounting firm for preparation of the US Internal Revenue Service (IRS) Form 990, and to the Financial Commission for review;
4. **Assemble complete accounts of the Society** for the four-year term, at the end of the fiscal year prior to the Congress, and submit them to the Financial Commission for review;
5. **Submit** to SG, prior to meeting of GA, a **list of Ordinary Members, Associate Members and Regional Members that have not yet paid** their annual subscription fee up to and including the year prior to the GA;
6. **Submit a financial statement to each Council meeting** and a summary financial report to the General Assembly;

7. **Complete accounts for hand over** to new Treasurer within two months of the end of the Congress. The new Treasurer shall replace the outgoing Treasurer on receipt of the final accounts and after signature authority has been approved by the ISPRS bank.

Specific Tasks

1. Represent Society in one of six regions of the world
 - a. Strive to participate in regional events.
 - b. Coordinate with Regional Members of Council assigned region.
 - c. coordinate Scientific Initiative calls (even years, if resources are available), submissions, selection, funding, evaluation, and promotion of results.
2. Contracts
 - a. ensure that a contract is signed by the member organisations hosting Congress and Symposia and organisation hosting Geospatial Week;
 - b. manage contracts with publishers;
3. Reports
 - a. Submit Treasurer Activities report and financial status report to each Council Meeting.
 - b. Provide financial details to ISPRS appointed accountant for preparation of Form 990, according to reporting requirements of ISPRS's incorporation in the State of Maryland, in appropriate month of each year;
 - c. Maintain archive of financial records for past (1, 2, 3, 4...) years according to legal requirements for ISPRS's incorporation in the State of Maryland;
4. Coordinate Scientific Initiative
 - a. Issue call in autumn of odd years and manage selection process.
 - b. Manage financial transaction with successful applicants.
 - c. Collect reports and manage approval process.
5. Other duties, as agreed by Council
 - a. work on gaining new members in areas where ISPRS is underrepresented

Duties by date

April 15 each year

Send required documents to ISPRS accounting firm for preparation of US/IRS Form 990

twice a year

Send wire transfer for service fees to ISPRS WebMaster

Send wire transfer for service fees to ISPRS Journal of Geo-Information

Nov	Request details of accounts to 30 December and budget items	Tr Task
February each year	Prepare budget and submit to Finance Commission with statement of accounts for audit	BL XIV.4, BL XI.10.d, BL XV.7.a
June each year	Dues reminder to all Members in arrears	Tr Task
January Year 4	Write to all defaulters over 4 years and say that they will be expelled if they do not pay	CM Lond
TBD	Call for proposals for scientific initiatives with closing date of 31 January	CM Lond
Ongoing	Seek advice on investments and adjust as necessary	CM Bang
Ongoing	Encourage universities to take out Sustaining Membership	C-Prran
Appropriate month of each year	Arrange for preparation of Form 990 for State of Maryland	Incorporation task

7. APPENDIX

7.1 Useful addresses

TIF – The ISPRS Foundation

A. Stewart Walker
Photogrammetry Outreach
PO Box 27420
San Diego, CA 92198-1420
Phone: +1 858 376 3792
stewart@photogrammetrist.us

ISPRS Banking

UBS
Bahnhofstr. 45,
P.O. Box, CH-8098 Zurich, CH
Phone: +41-44-234 11 11
Fax: +41-44-239 91 11
Email via secure online banking only

ISPRS Certified Accountants / Tax Advisor

Atkinson & Co
6501 Americas PKWY NE STE 700
Albuquerque, NM 87110, USA
Phone: +1 505 843 6492
Fax: +1 505 843 6817
Stephanie Catasca <scatasca@atkinsoncpa.com>
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ISPRS Legal Advisor

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Phone: +1 410 897 0747
KovelantLaw@Verizon.net, KovelantLaw.com

ISPRS Web Master

Markus Englich
Institut für Photogrammetrie
Universität Stuttgart
Geschwister-Scholl-Str. 24D
D-70174 Stuttgart / Germany
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Fax: +49 711 685-83297
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<http://www.copernicus.org>
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xenia.van.edig@copernicus.org

ISPRS Journal of Photogrammetry and Remote Sensing Publisher (Elsevier)
Dr. Lan Song
Elsevier BV
Radarweg 29
1043 NX Amsterdam, The Netherlands
l.song@elsevier.com

ISPRS Int. Journal of Geo-Information Publisher (MDPI)
Dr. Shu-Kun Lin
President, MDPI AG
Klybeckstrasse 64
4057 Basel, Switzerland
freeland@mdpi.com (Alistair Freeland, CEO MDPI)
mihaila@mdpi.com (Delia Mihaila, Managing Editor MDPI)
ijgi@mdpi.com (Ms. Jie WANG Assistant Editor)

ISPRS Book Series Publisher (Taylor & Francis)
Alistair Bright
Taylor & Francis
Alistair.Bright@taylorandfrancis.com

ISPRS Archives Printing Service
Lori Curran
Curran Associates, Inc.
57 Morehouse Lane
Red Hook, NY 12571 USA
Phone: +1 845 758 0400
Fax: +1 845 758 2633
www.proceedings.com
curran@proceedings.com

Contact for GIM Magazine
Geomares Publishing
Durk Haarsma, Publishing Director
Wim van Wegen, Editorial manager GIM International

P.O. Box 112, 8530 AC Lemmer
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durk.haarsma@geomares.nl
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evanrees@geoinformatics.com
www.geoinformatics.com

7.2 ISPRS registration document

see www.isprs.org/specials/announc_PDF/registration_law.pdf

7.3 ISPRS guidelines, policies and other important documents

see www.isprs.org/documents/guidelines.aspx:

[Guidelines for candidates for members of the Council](#)
[Guidelines for members planning to host an ISPRS Congress](#)
[Terms of Reference for Regional Representatives](#)
[ISPRS Awards Policy](#)
[ISPRS Financial Policy](#)
[Guidelines for ISPRS Financial Commission](#)
[ISPRS Spending Policy](#)
[Terms of Reference for Sustaining Members](#)
[ISPRS Individual Membership Policy](#)
[Strategic plan for ISPRS publications](#)

More guidelines (for **papers, reports etc.**) can be found in the
[Manual of Operation of ISPRS Commissions and Working Groups \(Orange Book\)](#).

Sample contracts

Congress
[Sample Congress Contract](#)

Geospatial Week
[Sample Geospatial Week Contract](#)

Symposia
[Sample Symposium Contract](#)

7.4 ISPRS awards documents

Contacts and Juries for ISPRS Awards (as of 2016)

Award	Donor	Contact	Email	Jury
Brock Gold Medal	ASPRS	Charles Toth	toth.2@OSU.EDU	Council plus advisors
Otto von Gruber	NCG	The President of NCG ; Prof Arnold Bregt: <i>Contact: G. Vosselman;</i> <i>Secretary NCG; Mr</i> Sieb Dijkstra	arnold.bregt@wur.nl george.vosselman@utwente.nl Dijkstra@kadaster.nl , siebdijkstra@ncgeo.nl .	President of ISPRS (chair but no vote) Nominee of DGPF. Nominee of RSPSoc. The Netherlands Centre for Geodesy and Geo-informatics (NCG). info@ncgeo.nl , www.ncgeo.nl
U. V. Helava	Elsevier & Leica Geosystems	Derek Lichti	ddlichti@ucalgary.ca	4 experts proposed by Editors-in-Chief of the Journal 1 scientist proposed by Leica Geosystems AG One of the Editors-in-Chief of the Journal shall serve as secretary of the jury, without voting rights.
Giuseppe Inghilleri	SIFET	Fulvio Rinaudo	fulvio.rinaudo@polito.it	The President of ISPRS (Chair) The Secretary General of ISPRS The President of SIFET or its nominee.
Eduard Doležal	Austrian Society	Julius Ernst	office@ovg.at	The President of ISPRS (chair). The Secretary General of ISPRS. The President of the Austrian Society for Surveying and Geoinformation or its delegate to the ISPRS General Assembly. A representative of UNOOSA.
Schwedfsky Medal	DGPF	Thomas H. Kolbe	thomas.kolbe@tum.de	President of the DGPF (Chair), President of ISPRS, Secretary General of ISPRS.

W. Schermerhorn	Geoinformation Netherlands	President Mr. Peter Hoogwerf: Secretary Mr. Mark Verlaat: Commissioner for Res. & Educ. Mr. Marien de Bakker: In case for help: George Vosselman	p.hoogwerf@geo-info.nl m.verlaat@geo-info.nl m.debakker@geo-info.nl george.vosselman@utwente.nl	President of ISPRS (Chair), A board member of Geo-Information Netherlands, Rector/Dean of ITC, A professor in the field of Photogrammetry, Remote Sensing and GIS of Wageningen University and Research Centre, and of Delft University of Technology.
Samuel Gamble	Canadian Institute of Geomatics	President Alex Giannelia	admincig@magma.ca	President of the Canadian Institute of Surveying and Mapping, or his or her nominee, and Ian Dowman, Mike Renslow
Wang Zhizhou	CSGPC	Wang Qian Chen Jun	wangqian@sbsm.gov.cn chenjun@nsdi.gov.cn	Council, must be unanimous
Karl Kraus	Austrian Society	Norbert Pfeiffer	np@ipf.tuwien.ac.at	Orhan Altan President of ISPRS Technical Commission VI, Chair of the Student Consortium of ISPRS, and Chair, who shall be nominated by the three donating societies.
Frederick J. Doyle	White Elephant Club	Armin Gruen	armin.gruen@geod.baug.ethz.ch	President of ISPRS (head of jury), Chair of ISAC President of the ISPRS Commission VI

Information required for nominations (with dates for 2016 Prague Congress)

Award Name (Donor)	Deadline for Receipt of Nominations	Documents required
Brock Gold Medal (ASPRS)	<i>1st Oct. 2015</i>	Letter of recommendation and documentation giving an explanation of the grounds for the award. Nominations from two individuals from different nationalities (and different from the candidate).
Otto von Gruber (NCG)	<i>1st Feb. 2016</i>	Copy of paper
Giuseppe Inghilleri (SIFET)	<i>1st Feb. 2016</i>	Appropriate documentary evidence of the candidate's work
Eduard Doležal (Austrian Society)	<i>1st Jan. 2016</i>	Letter of recommendation and documentary evidence which demonstrates that the nominee has permanently implemented a practical application of photogrammetry, remote sensing or GIS in an efficient manner; or which documents their outstanding success in a field that supports the photogrammetry, remote sensing and spatial information sciences.
Schwedfsky Medal (DGPF)	<i>1st Feb. 2016</i>	Letter of recommendation
W. Schermerhorn (Netherlands Society)	<i>1st Feb. 2016</i>	Letter of recommendation
Samuel Gamble (CIG)	<i>1st Feb. 2016</i>	Letter of recommendation
Wang Zhizhou (CSGPC)	<i>1st Feb. 2016</i>	Letter of recommendation
Karl Kraus Medal (DGPF, OVG, SGPF)	<i>1st Feb. 2016</i>	Letter of recommendation. Three copies of the nominated textbook to be sent separately
Doyle Award (While Elephants)	<i>1st Feb. 2016</i>	A brief description of the inspirational qualifications that the candidate has exhibited to merit the award.

Helava Award, Best Poster Award, CATCON Award: not listed, because no nomination

Tasks & Schedule Coordination (with dates for 2016 Prague Congress)

Award Name (Donor)	Award Content	Deadline for Receipt of Nominations (to whom)	Deadline to Select & Inform Jury (by whom)	Send Nominations To Jury (by whom)	Winner Selection(s) by Jury (to Council)	Inform Winners⁵ (by whom)	Inform Donors to Prepare⁵ (by whom)	Presenter of Award² (Where)	
Honorary Member(s) (ISPRS)	<i>Silver Medal, Certificate</i>	<i>1/07/15</i>			<i>(Council is jury)</i>			Pr (Opening)	
Fellows (ISPRS)	<i>Silver Medal, Certificate</i>	<i>1/10/15 (Pr)</i>	<i>1/10/15 (Pr)</i>	<i>1/10/15 (Pr)</i>		<i>1/3/16</i>	<i>1/4/16 (Pr)</i>	<i>1/4/16 (Pr)</i>	Pr (Opening)
Brock Gold Medal¹ (ASPRS)	<i>Gold Medal, Certificate</i>	<i>1/10/15 (SG)</i>	<i>Council is the Jury</i>		Awards Nomination Committee (ANC) to review Awards after deadline and make recommendations on additional nominations.	<i>1/3/16</i>	<i>1/4/16 (Pr)</i>	<i>1/4/16 (Pr)</i>	Pr (Opening)
Otto von Gruber (NCG)	<i>Medal, Funds, Certificate</i>	<i>1/2/16 (Pr)</i>	<i>1/2/16 (Pr)</i>		All nominations will be available to juries on website after review by ANC	<i>1/3/16</i>	<i>1/4/16 (Pr)</i>	<i>1/4/16 (Pr)</i>	SG (Opening)
Giuseppe Inghilleri (SIFET)	<i>2,500 SFr, Certificate</i>	<i>1/2/16 (Pr)</i>	<i>1/2/16 (Pr)</i>			<i>1/3/16</i>	<i>1/4/16 (Pr)</i>	<i>1/4/16 (Pr)</i>	TBR (Gala Dinner)
Eduard Doležal³ (Austrian Society)	<i>Funds, Certif., Congress regis.</i>	<i>1/1/16 (SG)</i>	<i>1/1/16 (Pr)</i>			<i>1/3/16</i>	<i>1/4/16 (Pr)</i>	<i>1/4/16 (Pr)</i>	Pr & ÖVG (Plenary 2)
Schwedfsky Medal (DGPF)	<i>Medal, Certificate</i>	<i>1/2/16 (Pr)</i>	<i>1/2/16 (Pr)</i>			<i>1/3/16</i>	<i>1/4/16 (Pr)</i>	<i>1/4/16 (Pr)</i>	TBR (Plenary 2)
W. Schermerhorn (Geoinfo Netherlands)	<i>SFr. 1,250 and plaque</i>	<i>1/2/16 (Pr)</i>	<i>1/2/16 (Pr)</i>			<i>1/3/16</i>	<i>1/4/16 (Pr)</i>	<i>1/4/16 (Pr)</i>	TBR (Plenary 1)
Samuel Gamble (CIG)	<i>Certificate</i>	<i>1/2/16 (Pr)</i>	<i>1/2/16 (Pr)</i>			<i>1/3/16</i>	<i>1/4/16 (Pr)</i>	<i>1/4/16 (Pr)</i>	TBR (Plenary 1)
Wang Zhizhou (CSGPC)	<i>SFr 2,500 & Certificate</i>	<i>1/2/16 (Pr)</i>	<i>1/2/16 (Pr)</i>			<i>1/3/16</i>	<i>1/4/16 (Pr)</i>	<i>1/4/16 (Pr)</i>	TBR (Plenary 3)
Karl Kraus (DGPF, OVG,SGPBF)	<i>Medal, Certificate</i>	<i>1/2/16 (Pr)</i>	<i>1/2/16 (Pr)</i>			<i>1/3/16</i>	<i>1/4/16 (Pr)</i>	<i>1/4/16 (Pr)</i>	TBR (Plenary 3)
Frederick J. Doyle (ISPRS)	<i>Silver Medal, US\$ 2,500</i>	<i>1/2/16 (Pr)</i>	<i>1/2/16 (Pr)</i>			<i>1/3/16</i>	<i>1/4/16 (Pr)</i>	<i>1/4/16 (Pr)</i>	Pr + 1 HM (Gala dinner)
U. V. Helava (Elsevier & Leica)	<i>Plaque, SFr. 10,000 Certificate</i>	<i>1/2/16 (Cnl)</i>	<i>(Jury is in place)</i>	<i>1/3/16 (Editors P&RS)</i>		<i>1/3/16</i>	<i>1/4/16 (Pr)</i>	<i>1/4/16 (Pr)</i>	Pr & Sponsors (Opening, incl. runners up)

Best Young Authors⁷ (ISPRS)	2,500 SFr, Certificate	30/11/15 (CD)	Jury is TCPs then Council	1/1/16 (CD)	1/2/16	15/2/16 (Pr)	1/4/16 ⁷ (CD & Tr)	TBR (Gala dinner)
Best Poster Papers^{4,6} (ISPRS)	Certificate	NLT day before Closing (TCP)	JM year prior TCP appt. jury	Contest held at Congress	NLT day b4 Closing (CD)	NLT day b4 Closing (CD)	1/4/16 (CD)	CD (Closing)
CATCON Award^{4,6} (ISPRS)	Funds, Certificate	NLT Congress 1 st day (TC VI)	2 mo. prior (Pr & TCP VI)	Contest held at Congress	NLT day b4 Closing (CD)	NLT day b4 Closing (CD)	1/4/16 (CD & Tr)	TBR (Closing)
President's Honorary Citation⁶ (ISPRS)	Certificate	<i>1/3/16</i> (Pr)	6 mo. prior (Pr)	<i>Each TC is a Jury</i>	1/3/16	1/4/16 (Pr)	1/4/16 (CD)	Pr (Closing)
Best paper in Youth Forum (Leica Geosystems)	2x 1.000 CHF							Stud. Cons. (Youth Forum)
IGI Africa Ambassador Award (TIF & IGI)	2,500 €, Certificate							TBR (Exhib. recep.)

General Notes about Chart:

Entries denoted in ***Bold italics*** are specified in the ToR of the Award. To change them requires a change in the ToR.

Entries not specified by ***Bold italics*** provide recommended ToR (based on Council experience).

Abbreviations used are: NLT = Not Later Than appt. = appoints TBR = to be resolved by Council

Footnotes (Council Tasks):

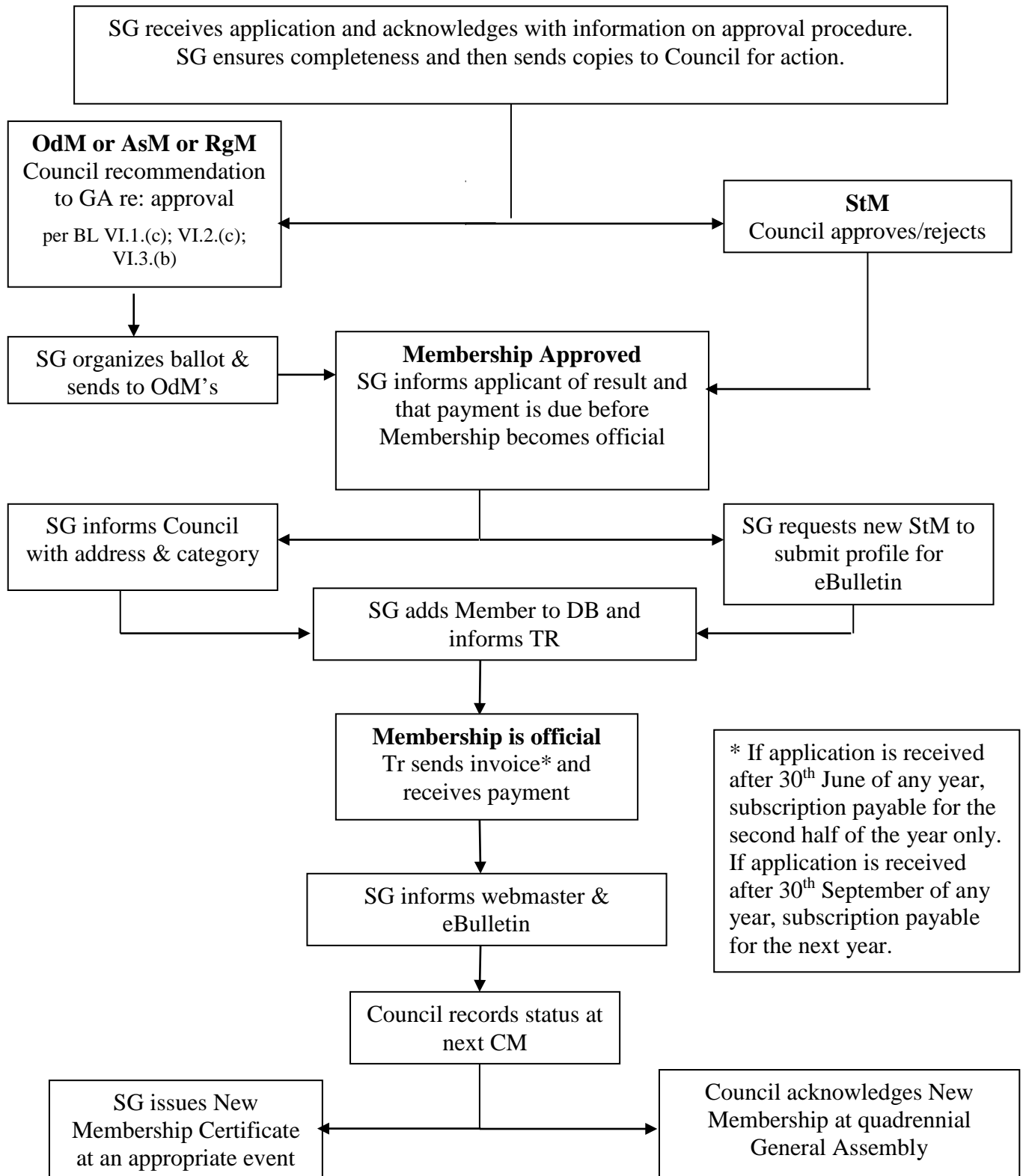
1. (Brock 5.a.) "The Council shall, two years prior to each Congress, invite the member societies to submit recommendations for recipients of the Award."
2. (Presenter of Award) Whichever Council Member presents the Award is responsible for providing the Presentation speech to the CD for Archives A.
The presenting Council Member is to coordinate with the donor for joint presentation.
3. (Doležal) SG to request Austrian Society to indicate the amount of grant funds available nine months prior to Congress.
4. (Best Posters & CATCON) It is preferable for these sessions to be completed at least one and half days before the day of the Closing Ceremony so that authors can be informed, on-site publicity can be issued, and certificates can be prepared.
5. (Inform Winners/Donors) The sooner Winners/Donors are notified, the most likely they'll be in attendance and the technical program can be adjusted to avoid potential conflicts in their schedules. Donors are to be informed to prepare Certificates, Plaques, etc. for presentation ceremony.
6. (President's Citations, Best Young Authors, Best Poster Papers, CATCON Prizes) CD to prepare certificates; TR to prepare funds (checks for winners).
7. (Young Authors) TR to send check upon receiving (NLT 3 months prior) affirmation that winner will participate and present paper in the Congress.

Other Council tasks regarding procedures for ISPRS Awards:

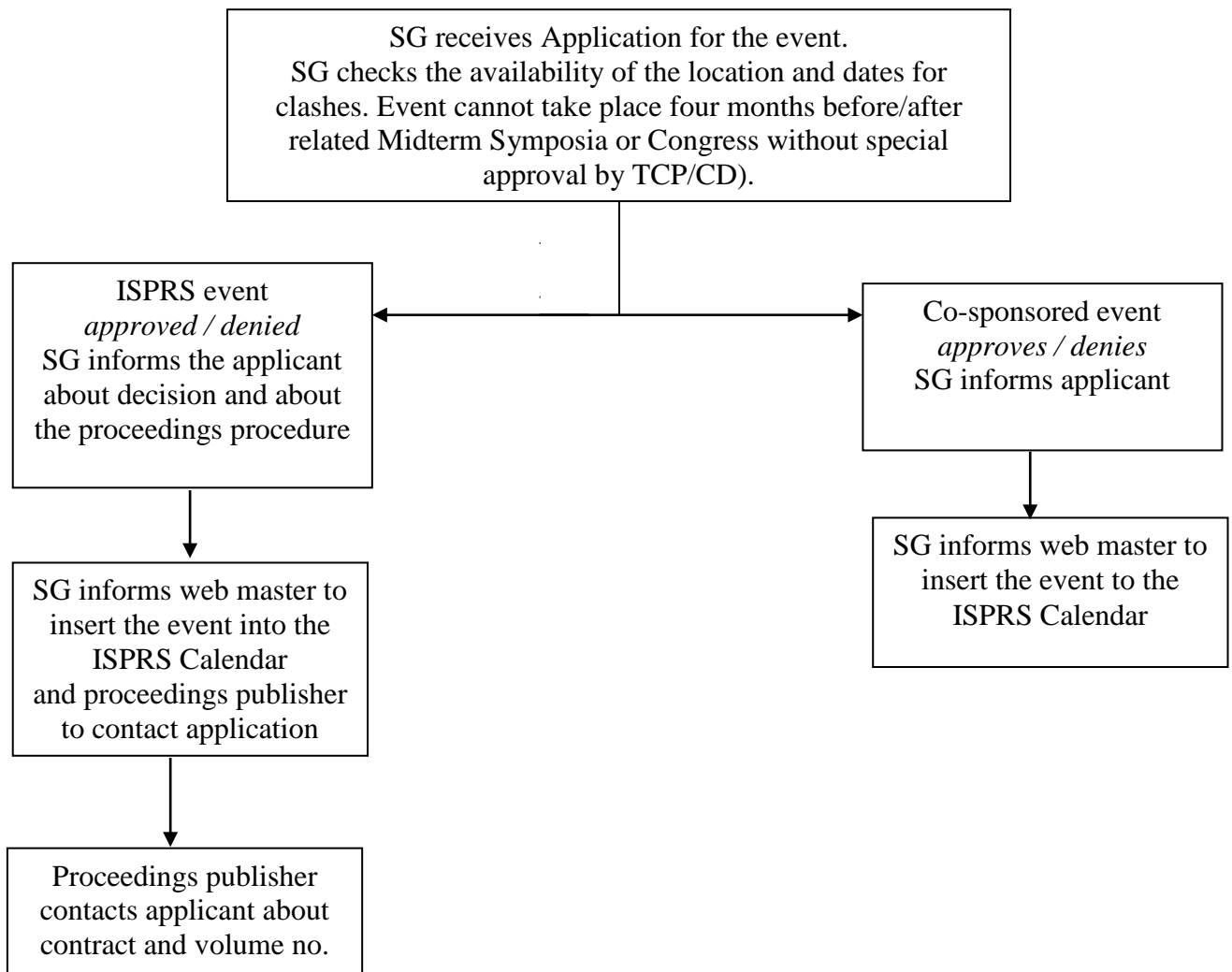
1. SG to communicate with all Member societies, 18 months prior to the Congress, requesting nominations.
2. President or SG should announce request for nominations and provide handouts of Awards Brochure at all Symposia.
3. (Past) President should hand out Certificate of Appreciation to TCPs at a Congress event (e.g. Closing) or General Assembly.
4. (Past) President should send Certificates of Appreciation to all Commission Secretaries and all WG Officers after the Congress.
5. (Past) President should send Certificate of Appreciation at a Congress event (e.g. Closing) or General Assembly.

7.5 ISPRS procedures

Procedure for admission of new members



Procedure for approval of an **ISPRS event to be sponsored or co-sponsored**



Guidelines for **Registration for ISPRS General Assembly (GA)**

1. Preparation

- Member fees must be paid up to the end of the year prior to the Congress to be eligible to vote. Outstanding fees may be paid in cash up to the commencement of voting. Members are to be advised of this option at least one month prior to the GA. **(SG)**
- Proof of payment - the only acceptable proof of payment will be confirmation of the funds being received in the ISPRS UBS account. Members are to be advised of this at least 3 months before Congress. **(SG)**
- OdMs are to be requested to nominate one delegate and two advisers, and AsMs and RgMs are to be requested to nominate a representative at least one month prior to the GA. **(SG)**
- The **SG** is to collect the GA documents (GA agenda and all supporting documents) in digital form and forward them to OdMs, AsMs, RgMs and HnMs as well as to Council one month prior to the Congress. The **SG** will distribute an update of those documents approximately 10 days prior to the Congress. For easy access, these documents will be stored on a separate folder on the dropbox.
- From the GA documents the **CD** will produce USB sticks to be distributed to OdMs, AsMs, RgMs, and HnMs at the GA registration desk.
- The **CD** is to produce paper copies of all last minute documents (i.e. those which are not in the dropbox folder, because they came in too late) to be distributed at the GA registration desk. The **SG** will distribute these documents to all attendees of the GA and also to Council in digital form as soon as they become available.
- The **SG** is to produce a list of GA attendees (delegates and advisers nominated by the OdMs, representatives of AsMs and RgMs, HnM and guests) - for use at the GA registration desk. The list will be forwarded to the **CD** at least 10 days before the Congress.
- From the list of GA attendees, updated by the **SG** immediately prior to the Congress, the **CD** will produce GA badges. The **CD** will deliver the badges to the SG before opening the registration of GA members.
- For OdMs, the badges are to be named "Delegate, Country/Region" and "Adviser, Country/Region"; for AsMs and RgMs, the badges are to be named "Representative, Member Name"; for guests (e.g. people bidding for future positions within the ISPRS), the badges are to be named "Guest"; for HnM the badges are to show the name of the HnM and "ISPRS Honorary Member". Council Members and support staff (e. g. Annette, Dan, Chen Chen; possibly others) will also receive GA badges, these will come with the label "Council". Furthermore, the **CD** is to produce a limited number (about 10) of blank badges for GA attendees who failed to register in advance.
- The **CD** is to produce a limited number of paper copies of the GA documents, to be distributed at the GA registration desk, upon request.
- The **SG** is to prepare voting slips - voting slip numbers and colours are to vary for each vote and category, respectively.

2. Ordinary Member Registration

- There will be the general Congress registration desk for the Congress at the Congress Centre entrance and a separate GA registration at the SG and Treasurer office. Signs will show the way from the Congress to the GA registration office.
- Ordinary Member delegates and advisers must either

- register for the Congress at the Congress registration desk where they will receive a Congress badge, and subsequently register at the GA registration office, where they will receive the GA package, consisting of GA documents on a USB stick, GA badges and voting slips, or
 - register at the Congress registration desk for **GA only**, where they will receive a GA ONLY badge, and subsequently register at the GA registration office, where they will receive the GA package.
 - Only delegates or advisors are eligible to collect the GA package (one per Odm).
- A letter from the Odm's office, naming nominated delegate and advisers, must be produced at the GA registration office as proof of eligibility to represent that Odm. If requested, the delegate and the advisers must prove identification (e.g. passport).
3. Registration of AsMs, RgMs, HnM, and Guests
- **AsM** and **RgM** and representatives must either
 - register for the Congress at the Congress registration desk where they will receive a Congress badge, and subsequently register at the GA registration office, where they will receive the GA documents on a USB stick and the GA badge, or
 - register at the Congress registration desk for **GA only**, where they will receive a GA ONLY badge, and subsequently register at the GA registration office, where they will receive the GA documents on a USB stick.
 - Only representatives are eligible to collect the GA documents and badges (one per AsM/ RgM).
 - A letter from the AsMs/RgMs office, naming nominated representative, must be produced at the GA registration office as proof of eligibility to represent that AsM/RgM. If requested, the delegate and the advisers must prove identification (e.g. passport).
 - **HnMs** will receive the GA documents on a USB stick and the GA badges.
 - **Guests** are required to register for the Congress at the Congress registration desk to obtain the Congress Badge, and subsequently at the GA registration office to obtain their GA badge.
4. Voting
- Roll call will take place before the first vote at each GA session. The **SG** will document the roll call with the help of the list of registered OdMs used at the GA registration desk.
 - The voting slip numbers and colours are to vary for each vote and category, respectively.

7.6 Areas of responsibility of Council Members

Table 1: Responsibility for ISPRS activities

ORG/ACTIVITY	Pres.	SG	1. VP	2. VP	Treas.	Congress Director	others
<u>Administration</u>							
Statutes & Bylaws/guides				X			
Strategic development	P		X				
Resolutions			X				
ISPRS Foundation	P				X		
ISAC, IPAC	X						
IIAC		P				X	
CIPA		X					Com. II
ICORSE	P		X				Com. III
Student Consortium				X			Com. V
Scientific Initiative					X		
Ord, Ass, Reg Memb.	X	P					
Sustaining Members					X	P	
Individual Members		X					
Recruitment of new members	X	P					
Capacity building, Outreach				X			Com. V
Regional Representatives		X		P			
Finances					X		
Address database		X					
Publ. (Journals, Books)				X			
Publ. (Archives, Annals)		X					
Publ. (web, eBulletin, GIM, Geoinformatics)		X					
Awards			P	X			
Congress						X	
Congress/Symposia contract	P				X		
Commissions	X						
<u>Regional affaires</u>							
Asia			P		X		
Africa	X					X	
Eastern Europe		P		X			
Western Europe	X					P	
Middle East		X					
South America				X			
Australia and Oceania	X						
North and Central America				X	P		

Note. some of the responsibilities may change from one inter-congress period to the next

P: primary contact person

X: Contact person or secondary contact person

Table 2: Liaison with other organizations

ORGANISATION	Pres.	SG	1. VP	2. VP	Treas.	Cong Dir	others
JBGIS	P		X				
ICA	P				X		Com. IV
FIG	X						
IAG				X			Com. I
UN OOSA, COPUOS	P	X					IPAC, Com. V
UN GGIM			X				Com. IV
ICSU	P	X	X				
<u>ICSU GeoUnions</u>	P	X	X				
GEO		X	P				Com. IV
EuroSDR	X					X	
OGC					X		Com. IV
ISO					X		
OSGeo			X				Com. IV
IAF-IAA	P		X				IPAC
ION				X			Com. I
SDH		X			X		Com. IV
GISciences					X		Com. IV
IEEE-CS	X					P	Com II
IAPR TC-7	X					P	Com. II
ISDE			X				Com. IV
IEEE/GRSS	X						Com. III

Note. some of the responsibilities may change from one inter-congress period to the next

P: primary contact person
X: Contact person or secondary contact person