



Commission 5 Steering Committee Meeting

FIG Working Week 2003, Paris.

Monday 14 April 2003, 11:00-12.30 in Commission 5 Room

1) Other Commission 5 Meetings and Sessions in Paris

1a) Commission Meeting (for National Delegates but open to all), Tuesday 14:00-15:30 in Commission 5 Room:

- To be Chaired by Mikael.
- See separate Agenda and add to it as required.

1b) Technical Sessions:

- Monday - 14:00-15:30 - TS 5 - Reference Frame (Mikael Chairing)
- Monday - 16:00-17:30 - TS 8 - Reference Frame - Vertical Datum (Michel presenting)
- Tuesday - 11:00-12.30 - TS 12 - Standards (Rudolf Chairing - Michel Poster)
- Wednesday - 11:00-12:30 - TS 19 - Best Practice in Positioning (Michel Chairing - Naser presenting)
- See guidelines for Session Chairs (included at the end of this document).

1c) Second Steering Committee Meeting if necessary, Wednesday at 16:00-17:30

2) Progress with Work Plan

2a) Commission 5 Working Groups

- Last year Matt sent a letter to WG Chairs (June 2002 with relevant sections included at the end of this document). There are some issues from that which need to be resolved and of particular interest are:
 - 3.2 Content from the previous Working Groups
 - 3.3 Working Group Membership
 - 5.1 Contacting National Delegates
 - 7 Working Group Detailed Plans
- Matt is interested in ideas from the WG Chairs on progressing these issues including any actions required from Matt and/or Rob Sarib (VC Admin) and/or FIG Office.
- We also need to consider how our Working Groups can contribute to the “World Report on Good Practices” proposed by the FIG Council. ACCO Agenda Item 10 dealt with this matter and Rudolf should give feedback on any outcomes and actions required from Working Groups.

2b) Joint Working Groups

Chair: Mr Matt Higgins

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- Matt briefed Rudolf on the Joint Working Groups for discussion in ACCO. Rudolf should give feedback on any outcomes.

3) Events for Coming Year

3a) XXIII General Assembly of International Union of Geodesy and Geophysics, June 30 – July 11, 2003, Sapporo, Japan.

(<http://www.jamstec.go.jp/jamstec-e/iugg/index.html>)

- Are any Working Group Chairs likely to attend this and able to represent Commission 5 in discussions on cooperation between FIG and IAG?

3b) 9th International Symposium on Mobile Mapping Technology, August 25-27, 2003, Kunming, China.

(http://www.fig.net/figtree/events/mobile_mapping_2003_2nd.pdf)

- Naser is committed to this and should report on progress.

3c) The 7th South East Asian Survey Congress, 3-7 November 2003, Hong Kong, China.

(<http://www.seasc2003hk.org>)

- Com 4 and 5 have committed to sponsorship of Technical Sessions at this event. Matt and Rob Sarib are likely to attend. Call for papers is open until 30 April 2003.

3d) 2nd FIG Regional Conference, 1-5 December 2003, Marrakech, Morocco.

(<http://www.fig.net/figtree/events/morocco/MoroccoA4.pdf>)

- Like the first Regional Conference the emphasis is on cooperation with UN Agencies.
- There will be an ACCO meeting in Morocco.
- Michel and Matt (at least) are likely to be involved. Commission 5 topics are:
 - Regional horizontal and vertical reference frame (suggested by Michel based on his past interaction on this topic in the region).
 - Positioning and measurement technologies and practices (a “catch all” for other Commission 5 papers).
- These were not included in the version of the brochure to be distributed in Paris but are in the version on the web site and will be in the French and Arabic versions.

3e) FIG Working Week, May 23 - 28, 2004, Athens, Greece.

(<http://www.tee.gr/fig2004>)

- All Steering Committee Members should aim to attend. Technical Sessions allocated in Athens is similar to Paris so we may only be able to be involved in 2 or 3 sessions and perhaps 1 joint session. Matt’s briefing notes to Rudolf regarding the program should be noted and Rudolf may have more to add following ACCO.

4) Feedback from ACCO Meeting

- Rudolf should give feedback from the ACCO Meeting. Apart from those already covered above, the following items may be of interest:
- Agenda Item 4 - Note that TN Wong has been appointed as Council member responsible for liaison with Commission 5.
- Agenda Item 5 - Need for Commission 5 Report to 2nd General Assembly.
- Agenda Item 6 - Commission Review Group – Note that Commission “Chairs Elect” for 2006 to 2010 will be chosen in Athens in 2004.
- Agenda Item 7 - Note Matt’s report to ACCO on liaison with IAG.

- Agenda Item 9 - Note that FIG Office is able to assist in organisation of Commission Events.
- Agenda Item 18 - Other Matters
- Co-operation with United Nations - Note Matt's report to ACCO on liaison with UN. This requires further discussion with Naser.
- ISO TC 172 – Rudolf is pursuing this matter.
- Web Forum – Web technologies may be useful for Commission operations. A separate meeting is proposed on this topic. If Rudolf's impressions from ACCO are favourable Com 5 should send a representative to that meeting.

5) Is a 2nd Steering Committee Meeting required later in the Working Week?

Notes for Chairs of Technical Sessions for the Working Week in Paris

- Each session is 1,5 hours and there are normally 3-5 papers in each session and some posters.
- In each room there is PC and Powerpoint (and overhead projector).
- The chair has to count how many delegates are there in the session at the beginning and at the end - and give the information to FIG office in Paris.
- There is a proposal that the presentations should be 10-20 minutes depending on the session and numbers of papers. The chair is responsible that there is enough time for discussion and introduction of the posters. It is up to the chair whether the discussion is at the end of the session (preferred) or after each presentation.
- The chair shall introduce the authors of the posters at the end of the session (the authors are advised to be present). The chair should introduce the author(s) of the posters, mention the topic and inform when and where the poster will be presented and how to reach the authors. The timing for the exhibition will be announced in Paris. The aim is that there is a slot for the posters in two mornings Tuesday and Wednesday (one for the "technical Commissions" and one for the "management" papers). The posters can be displayed for the whole time and additional appointments with the speakers can be made. The poster (in addition to the paper published in the proceedings) can be 6 papers in A3 size.

Extracts from Letter to Working Group Chairs on 4 June 2002

3 PREVIOUS AND NEW WORKING GROUPS

Regarding the change over between the previous and new WGs, there are three main issues.

3.1 Mapping the Previous Working Groups to the New Working Groups

To enable us to get some continuity between the previous and new WGs, I would like to propose the following mapping:

- New WG 5.1 maps to the old WG 5.1
- New WG 5.2 maps to the old WG 5.2 and the old WG 5.5
- New WG 5.3 maps to the old WG 5.3 and the old WG 5.4

I think we should use those mappings to handle the transition for Content and Membership of the new WGs.

3.2 Content from the previous Working Groups

Although the new web site has mainly been set up for the next four years, I think it would be good to use the site to publish some key documents from the excellent work done during Jean-Marie's term of office. For example, there are the guidelines documents related to Standards that have been published or still need to be published and publicised. There may also be some other content that could be brought across such as the Fact Sheets etc from the old WG5.5 Web site.

As well as specific Commission publications (such as the guidelines), I think it would be good to build on a suggestion by Michel from a while ago and have an area on the web site that points to what we see as some key papers from recent FIG symposia. Given that the FIG web site holds all those recent FIG proceedings, it would be quite easy to point to those documents.

This collecting of past documents can also apply to the more general Com 5 documents such as reports and newsletters. In that way we can start to build up a central location for Com 5 publications and capture some of the history of the Commission's work.

ACTION 3.2: I ask the new WG Chairs to go through existing and soon to be published documents and content and suggest what needs to be brought on to or linked from the web site. Please seek the advice of the previous WG Chairs as necessary.

3.3 Working Group Membership

There is a need to inform the members of the previous WGs about the new WGs. There could be several ways to do this. I could send out a general email to all existing WG members... or that could be done by each of the new WG Chairs. I think the membership of the WGs should ultimately be up to the WG Chair so I am happy to take your advice on the approach.

ACTION 3.3: Before we do anything I would like the new WG Chairs to let me know their preference for handling the transition of the membership. If the previous WG Chairs also have any comments please let me know.

5 NATIONAL DELEGATES

For your information, the current list of National Delegates to Com 5 is at:
<http://www.fig.net/figtree/comm/natdel5.htm>

5.1 Contacting National Delegates

I intend to send out a general email to all the national delegates and to those that attended the Com 5 meeting in Washington. That will cover the new Work Plan, new WGs and the new web site. Subject to what the new WG Chairs think about 3.3 above, there is also a need to ask the national delegates to consider how they (or someone else in their country) may get involved in the new WGs.

ACTION 5.1: Please let me know if you have any other thoughts on what we need to cover when I contact our national delegates.

7 WORKING GROUP DETAILED PLANS

Given all the above, I think it would be a worthwhile exercise for each WG to develop a Plan that gives some more details. As you know, I deliberately left that level of detail out of the published Commission Work Plan but I think we need it as an internal document to set some targets such as what events will be focussed on and what outcomes will be delivered and when. It only needs to be a very brief outline; eg for each year it could be something like:

2003

Events

- Working Week
 - Technical Session on...
 - Convene Workshop on...
- Represent Com 5 at ISO TC172 Meeting in CountryXYZ
- Or Represent Com 5 at IAG Workshop in CountryXYZ
- Or Represent Com 5 at FIG Regional Meeting in CountryXYZ
- etc

Publications

- Technical Paper at Working Week on...
- And/or Technical Paper at IAG Workshop
- Guidelines on... to draft stage
- Or publish 4 Fact Sheets on...
- etc

ACTION 7: New WG Chairs to develop a brief WG Plan.